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17 September 2013

## **S U M M O N S**

**MEETING:** Policy and Organisation Board  
**DATE:** 25 September 2013  
**TIME:** 6.00 pm  
**PLACE:** Committee Room 1, Town Hall, Gosport  
**Democratic Services contact:** Sharon Dalrymple-Bray

LINDA EDWARDS  
BOROUGH SOLICITOR

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### **MEMBERS OF THE BOARD**

The Mayor (Councillor Beavis) (ex-officio)  
Councillor Hook (Chairman)  
Councillor Burgess (Vice-Chairman)

Councillor Carter CR	Councillor Langdon
Councillor Chegwyn	Councillor Philpott
Councillor Forder	Councillor Ronayne
Councillor Lane	Councillor Wright

### **FIRE PRECAUTIONS**

(To be read from the Chair if members of the public are present)

**In the event of the fire alarm sounding, please leave the room immediately. Proceed downstairs by way of the main stairs or as directed by GBC staff, follow any of the emergency exit signs. People with disability or mobility issues please identify yourself to GBC staff who will assist in your evacuation of the building.**

**IMPORTANT NOTICE:**

- If you are in a wheelchair or have difficulty in walking and require access to the Committee Room on the First Floor of the Town Hall for this meeting, assistance can be provided by Town Hall staff on request

If you require any of the services detailed above please ring the Direct Line for the Democratic Services Officer listed on the Summons (first page).

**NOTE:**

- i. Councillors are requested to note that, if any Councillor who is not a Member of the Board wishes to speak at the Board meeting, then the Borough Solicitor is required to receive not less than 24 hours prior notice in writing or electronically and such notice shall indicate the agenda item or items on which the member wishes to speak.
- ii. Please note that mobile phones should be switched off for the duration of the meeting.

**AGENDA**

**PART A ITEMS**

1. APOLOGIES FOR NON-ATTENDANCE

2. DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter, any disclosable pecuniary interest in any item(s) being considered at this meeting.

3. MINUTES OF THE MEETINGS OF THE BOARD HELD ON 26 JUNE 2013

4. DEPUTATIONS – STANDING ORDER 3.5

(NOTE: The Board is required to receive a deputation(s) on a matter which is before the meeting of the Board provided that notice of the intended deputation and its object shall have been received by the Borough Solicitor by 12 noon on Monday, 23 September 2013. The total time for deputations in favour and against a proposal shall not exceed 10 minutes).

5. PUBLIC QUESTIONS – STANDING ORDER 3.6

(NOTE: The Board is required to allow a total of 15 minutes for questions from members of the public on matters within the terms of reference of the Board provided that notice of such Question(s) shall have been submitted to the Borough Solicitor by 12 noon on Monday, 23 September 2013).

6. CITIZENS ADVICE BUREAU PRESENTATION

Gosport CAB - Who we are and what we do

Part II  
Contact Officer:  
Anita Muff and  
Richard Macade

7. FINAL ACCOUNTS 2012/13

This report summarises the outturn position for the 2012/13 financial year and recommends the approval of the Statement of Accounts for 2012/13.

Part II  
Contact Officer:  
Julian Bowcher  
Ext 5551

8. BUDGET STRATEGY 2014/15

To consider the strategy for preparation of the General Fund budget and Capital Programme for the next financial year in the light of the Medium Term Financial Strategy 2013-2018 approved by the Board in June 2013 and the current national and local financial situation.

Part II  
Contact Officer:  
Julian Bowcher  
Ext 5551

9. TREASURY MANAGEMENT OUTTURN

Treasury activity for 2012/13 together with a review of 2013/14 to date. The report also includes the Prudential Indicators for 2012/13 in accordance with the requirements of the Prudential Code.

Part II  
Contact Officer:  
Julian Bowcher  
Ext 5551

10. ANY OTHER ITEMS

That the Chairman determines should be considered, by reason of special circumstances, as a matter of urgency.

## GOSPORT BOROUGH COUNCIL

<b>BOARD:</b>	<b>POLICY &amp; ORGANISATION BOARD</b>
<b>DATE OF MEETING:</b>	<b>25 SEPTEMBER 2013</b>
<b>TITLE:</b>	<b>FINAL ACCOUNTS 2012/13</b>
<b>AUTHOR:</b>	<b>BOROUGH TREASURER</b>
<b>STATUS:</b>	<b>FOR APPROVAL</b>

**Purpose**

This report summarises the outturn position for the 2012/13 financial year and recommends the approval of the Statement of Accounts for 2012/13.

**Recommendations**

1. Approve the Statement of Accounts for 2012/13 at Appendix G
2. Approve the accounting policies contained within the Statement of Accounts
3. Note the outturn position contained in the report and Appendices including
  - The capital programme slippage detailed in Appendix D
  - The write offs approved under delegated authority at Appendix E
4. Approve the Letter of Representation at Appendix F

**1.0 Background**

- 1.1 The Accounts and Audit Regulations 2011 require the annual Statement of Accounts to be formally approved by members after the external audit has taken place with the subsequent publication of the statement taking place by the end of September. Members therefore receive and approve a final Statement that has been amended for any items arising out of the audit

**2.0 Report**

- 2.1 The audit of the accounts was undertaken by Ernst and Young (the Council's external auditors) during July, August and September and formally concludes when the audit opinion is issued prior to publication.
- 2.2 The accounts were available for formal public inspection during July and August and the Council's auditor was available to receive questions from any Gosport local elector. The relevant dates were published in the Hampshire Independent and on the Council website.

- 2.3 Standards and Governance Committee considered Ernst and Young's ISA 260 Report on 12 September (this is the formal report from the auditors to 'those charged with governance'). The report noted that, subject to satisfactory completion of the outstanding audit work, Ernst and Young planned to issue an unqualified audit opinion by 30 September after Policy and Organisation Board has formally approved the final financial statements.
- 2.4 The formal statutory Statement of Accounts for 2012/13 which includes any amendments arising from the external audit is included at Appendix G. The key points affecting the Council's finances are summarised below and remain unchanged from those contained in the draft statement at the end of June 2013.

### **OUTTURN 2012/13**

- 2.5 A summary of the key outturn figures for the General Fund, Housing Revenue Account and major Reserves is shown at Appendix A.

### **GENERAL FUND REVENUE BUDGET**

- 2.6 The Council's revenue budget for 2012/13 before transfers to or from reserves was £10,284,200, the actual net expenditure for the year was £9,920,213 giving an under spending of £363,987.

Revenue budget carry forwards total £170,992 so the net underspending excluding carry forwards is £192,995 (approximately 0.3% of the gross budget)

- 2.7 Appendix B summarises the net expenditure or income by Board.
- 2.8 Appendix C sets out a summary of the main variances that comprise the overall £363,987 underspending. Only major variances are included and capital charges for depreciation, impairment, 'revenue expenditure charged to capital under statute' etc are excluded as they have no direct effect on expenditure
- 2.9 The resulting gross under spending has been transferred to the Revenue Financing Reserve (RFR) in line with Council policy.

## GENERAL FUND RESERVES

- 2.10 The General Fund working balance at 31 March 2013 is £890,000 as projected in the Budget Report for 2013/14 and in line with Council policy.
- 2.11 The Revenue Financing Reserve (RFR) - which is used to fund annual variations in expenditure and income, uninsurable risks and spend to save initiatives including severance costs – is £1,284,694 at 31 March 2013.
- 2.12 While the current level of reserves is considered adequate, it is essential that they are maintained, and ideally increased, in order to safeguard the Council against both local and national financial risks – particularly further government funding reductions and, from 1 April 2013, the increased risks borne by local authorities for the collection of business rates through the Business Rate Retention scheme,

## HOUSING REVENUE ACCOUNT

- 2.13 The Housing Revenue Account was forecast to have a revenue surplus of £538,000 for 2012/13 with a revised account balance of £990,200 at 31 March 2013. The actual surplus was £528,805 with £151,000 being put into a New Build Reserve as budgeted and £377,805 being into the HRA balance. Total HRA reserves at 31 March 2013 are £1,132,005.

## CAPITAL PROGRAMME

- 2.14 The revised Capital Programme for 2012/13 was budgeted at £12,096,400. The actual capital spend detailed in Appendix D is £11,123,474 and scheme slippage, to be carried forward into 2013/14 was identified as £953,540
- 2.15 The capital programme for this year is currently being reviewed as part of the budget preparation.

## TREASURY MANAGEMENT

- 2.16 The table below summarises the Council's net borrowing position as included in the balance sheet within the financial statements.

31-Mar-12 £'000		31-Mar-13 £'000
506	Cash and Cash Equivalents/Bank Overdraft	3,655
(4,526)	Short Term Borrowing	(11,411)
(70,521)	Long Term Borrowing	(72,228)
<u>(74,541)</u>	<b>Net Borrowing position</b>	<u>(79,984)</u>

- 2.17 The Long Term Borrowing figure represents Public Works Loan Board borrowing payable after 2013/14 and includes £57 million taken in 2011/12 to finance the settlement payment to the government for HRA Self Financing.
- 2.18 The Board is receiving the Treasury Management Annual Review and progress report separately on the agenda.

### **COLLECTION FUND**

- 2.19 The balance on the collection fund, representing the difference between estimated and actual council tax income, is shared between the billing authorities of Gosport Borough, Hampshire County Council, Hampshire Police Authority and the Hampshire Fire and Rescue Authority. The collection fund has moved from a surplus position of £58,000 at the beginning of the year to a deficit of £213,000 at the end of the year.
- 2.20 The rates of Council Tax and Non Domestic Rates collection for 2012/13 were 97.6% (2011/12 was 96.9%) and 96.3% (2011/12 was 96.7%) respectively.

### **WRITE OFFS**

- 2.21 Under Financial Regulations, the Borough Treasurer has delegated authority to approve write offs up to £20,000. These are summarised on Appendix E for 2012/13 along with figures for the previous year for comparison. The cost of NNDR (business rates) write offs is not borne locally but passed on to the national pool and only approximately 14% of the Council Tax write offs is borne by the Council. In terms of the sums due to be collected the amounts written off represent a fraction of 1% and are in line with budgeted provisions.

### **LETTER OF REPRESENTATION**

- 2.22 The Letter of Representation is a formal letter from the Council to the Council's external auditors (Ernst and Young) that provides assurances on key matters that are contained in the audited Statement of Accounts for 2012/13.
- 2.23 It is a requirement of the external audit to assist in determining whether the financial statements give a true and fair view of the financial position of the Council at 31 March 2013 and once approved it is signed by the Borough Treasurer and the Chairman of Policy and Organisation Board.
- 2.24 The letter is also being separately considered and agreed by Standards and Governance Committee on 12th September 2013.



### **3 RISK ASSESSMENT**

- 3.1 The Council's budget for 2013/14 includes a risk assessment that considers the potential impact on the Council's financial position that certain budget areas may have. Generally, most budget variances correspond with this assessment which is kept under review.

### **4 CONCLUSION**

- 4.1 This report summarises the outturn position for 2012/13 and requests members to approve the formal Statement of Accounts for 2012/13.

Financial Implications	As set out in the report
Legal Implications:	The Council is required to approve and publish the Statement of Accounts for 2012/13 by 30 September 2013
Service Improvement Plan	This report and the Statement of Accounts reflect both service improvement plans and the corporate plan.
Corporate Plan:	
Risk Assessment:	Section 3 of the report
Background papers:	Final Accounts working papers
Appendices/Enclosures:	A Outturn 2012/13 – Summary B Outturn 2012/13 – By Board and Service C General Fund Variances D Capital Programme 2012/13 E Write Offs F Letter of Representation G Statement of Accounts 2012/13
Report Author/Lead Officer	John Norman

<b>GENERAL FUND - BUDGET</b>	<b>REVISED 2012/13 £</b>	<b>ACTUAL 2012/13 £</b>	<b>VARIATION £</b>
<b>Net Expenditure of Boards</b>	<b>10,284,200</b>	<b>9,920,213</b>	<b>(363,987)</b>
Contribution to Revenue Financing Reserve (RFR)	255,490	255,490	0
Contribution to RFR - underspend 2012/13		363,987	363,987
<b>Budget Total</b>	<b>10,539,690</b>	<b>10,539,690</b>	<b>0</b>
<b>Financed by</b>			
Gosport Council Tax	(5,624,030)	(5,624,033)	(3)
Non Domestic Rates Distribution	(4,792,460)	(4,792,456)	4
Revenue Support Grant	(92,900)	(92,901)	(1)
Collection Fund Surplus	(30,300)	(30,300)	0
	<b>(10,539,690)</b>	<b>(10,539,690)</b>	<b>0</b>
<b>GENERAL FUND - RESERVES</b>	<b>31-Mar-12 £</b>	<b>31-Mar-13 £</b>	<b>MOVEMENT £</b>
General Fund Working Balance	(890,000)	(890,000)	0
Revenue Financing Reserve	(665,217)	(1,284,694)	(619,477)
	<b>(1,555,217)</b>	<b>(2,174,694)</b>	<b>(619,477)</b>

<b>HOUSING REVENUE ACCOUNT</b>	<b>REVISED 2012/13 £</b>	<b>ACTUAL 2012/13 £</b>	<b>VARIATION £</b>
<b>Budget Total</b>	<b>(538,000)</b>	<b>(528,805)</b>	<b>9,195</b>
<b>HOUSING REVENUE ACCOUNT - RESERVES</b>	<b>31-Mar-12 £</b>	<b>31-Mar-13 £</b>	<b>MOVEMENT £</b>
HRA - Balance	(603,200)	(981,005)	(377,805)
HRA - New Build Reserve	0	(151,000)	(151,000)
	<b>(603,200)</b>	<b>(1,132,005)</b>	<b>(528,805)</b>

GENERAL FUND OUTTURN by BOARD by SERVICE		REVISED 2012/13 £	ACTUAL 2012/13 * £	VARIATION £
<b>1</b>	<b>COMMUNITY BOARD</b>			
1A	LEISURE & CULTURE	1,815,120	1,772,635	(42,485)
1B	WASTE	1,379,940	1,374,918	(5,022)
1C	STREETSCENE	655,080	707,434	52,354
1D	COMMUNITY SAFETY	338,540	343,583	5,043
1E	ENVIRONMENTAL SERVICES	571,670	574,944	3,274
1F	MISC ENVIRONMENTAL & TRANSPORT	462,660	488,579	25,919
1G	CEMETERY	9,570	8,641	(929)
1H	HOME ADAPTATION GRANTS	7,700	81,169	73,469
1I	PRIVATE SECTOR HOUSING	120,830	130,676	9,846
1J	HOMELESSNESS	458,280	438,323	(19,957)
1K	OTHER GENERAL FUND HOUSING	(54,290)	(57,363)	(3,073)
		<b>5,765,100</b>	<b>5,863,539</b>	<b>98,439</b>
<b>2</b>	<b>ECONOMIC DEVELOPMENT BOARD</b>			
2A	ECONOMIC PROSPERITY	194,000	168,522	(25,478)
2B	MARKET	(31,800)	(26,384)	5,416
2C	TOWN HARBOUR FORESHORE	235,480	231,003	(4,477)
2D	EVENTS	173,040	179,403	6,363
2E	PROPERTIES	140,050	121,321	(18,729)
2F	MARKETING AND TOURISM	119,050	120,089	1,039
	LOCAL DEVELOPMENT FRAMEWORK	69,490	0	(69,490)
		<b>899,310</b>	<b>793,954</b>	<b>(105,356)</b>
<b>3</b>	<b>POLICY AND ORGANISATION BOARD</b>			
3A	REGISTRATION OF ELECTORS	169,650	195,542	25,892
3B	LOCAL LAND CHARGES	(100)	24,172	24,272
3C	CONCESSIONARY TRAVEL	950	1,122	172
3D	HOUSING BENEFITS	310,640	228,685	(81,955)
3E	LOCAL TAXATION	342,570	355,671	13,101
3F	DEVELOPMENT SERVICES	862,100	922,175	60,075
3G	LICENSING & REGISTRATION	72,320	74,888	2,568
3H	ASSISTANCE TO VOLUNTARY ORGS	196,100	202,906	6,806
3I	CORPORATE & CIVIC EXPENSES	1,470,790	1,605,408	134,618
3J	MISCELLANEOUS SERVICES	601,110	82,055	(519,055)
3K	OTHER CORPORATE AREAS	(406,340)	(429,904)	(23,564)
		<b>3,619,790</b>	<b>3,262,720</b>	<b>(357,070)</b>
		<b>10,284,200</b>	<b>9,920,213</b>	<b>(363,987)</b>

\* The actual figures include accounting entries for impairments, actual depreciation, pension adjustments etc - which do not impact on the bottom line but are required to be included in the final accounts

GENERAL FUND MAIN VARIANCES by BOARD by SERVICE	REVISED 2012/13 £	ACTUAL 2012/13 £	VARIATION £
<b>COMMUNITY BOARD</b>			
<b>Leisure &amp; Culture</b>			
Investment Property - Consultants - Huhtamaki rent review	14,400	5,916	(8,484)
Open Spaces Contract Payments	411,480	357,865	(53,615)
Play Areas	20,660	5,621	(15,039)
Football - Sports Fees - Bad Weather	(22,000)	(13,769)	8,231
Other Maintenance	16,770	11,701	(5,069)
<b>Waste Collection / Recycling</b>			
Various budgets - net reduction in income & expenditure	998,250	994,148	(4,102)
<b>Streetscene</b>			
Car Parking income	(728,670)	(673,372)	55,298
Public Conveniences - utility savings & maintenance delays	25,380	9,978	(15,402)
Street Cleansing - joint event with Housing not taken place	8,000	732	(7,268)
Flower & Shrub bed maintenance	16,200	4,023	(12,177)
<b>Environmental Services</b>			
Supplies & Service budgets - various small variations	23,100	13,607	(9,493)
<b>Misc Environmental &amp; Transportation</b>			
Mainly Millenium Bridge maintenance saving	42,500	33,606	(8,894)
<b>Homelessness</b>			
Reduced net running costs	(150,150)	(195,769)	(45,619)
<b>ECONOMIC DEVELOPMENT BOARD</b>			
<b>Economic Prosperity</b>			
High Street Innovations - budget carried forward	27,620	4,742	(22,878)
<b>Properties</b>			
Investment Properties - mainly maintenance savingsManaged	65,450	50,171	(15,279)
<b>Local Development Framework</b>			
Local Development Plan - budget carried forward to 2013/14	35,490	(34,037)	(69,527)
<b>POLICY AND ORGANISATION BOARD</b>			
<b>Local Land Charges</b>			
Land Charges income	(145,960)	(127,168)	18,792
<b>Housing Benefits</b>			
Net cost - subject to external audit of subsidy claim	(66,160)	(143,794)	(77,634)
<b>Local Taxation</b>			
NNDR Cost of Collection - reimbursement of costs	(20,000)	(9,120)	10,880
<b>Development Services</b>			
Development Control - planning fees	(170,000)	(200,192)	(30,192)
<b>Other Corporate Areas</b>			
Audit Fees & Subscriptions	78,500	65,796	(12,704)
Net Interest	2,219,200	2,196,018	(23,182)
			(343,357)
<b>ADMINISTRATION RECHARGES</b>			(50,568)
<b>ALL OTHER VARIATIONS</b>			29,938
			(363,987)

CAPITAL PROGRAMME 2012/13	Revised 2012/13	Actual 2012/13	Slippage
	£	£	£
<b>COMMUNITY BOARD - HOUSING (HRA)</b>			
LA Tenants Disabled Persons Grant	50,000	50,000	0
Improvements to Housing Stock	3,670,000	3,462,897	0
	<b>3,720,000</b>	<b>3,512,897</b>	<b>0</b>
<b>COMMUNITY BOARD - HOUSING (GENERAL FUND)</b>			
Social Housing - Specific Schemes	185,000	175,000	(10,000)
Disabled Facilities	380,000	385,394	0
Housing Renewal	90,000	59,976	(30,000)
Fuel Poverty Grant	0	142,000	0
	<b>655,000</b>	<b>762,370</b>	<b>(40,000)</b>
<b>COMMUNITY BOARD - NON HOUSING</b>			
Aid to Voluntary Organisations	9,000	5,948	(3,000)
Alver Valley - Habitat Creation & Access Works	5,000	12,914	7,900
Landing Stage	0	44,425	0
River Hamble to Portchester. CFERM Strategy	202,000	155,493	(21,960)
Waste Recycling - Project Integra Contribution	10,000	0	0
Brookers Field - drainage to 4 football pitches	140,000	70,608	(69,390)
Car Park resurfacing & upgrading	40,000	16,984	(23,010)
Gosport Leisure Park	6,045,000	6,068,544	0
Elson Recreation Park play area, upgrade of existing equipment.	20,000	19,924	0
Provide lighting to pathways within Leisure Parks, Gardens & Open Spaces	10,000	3,245	(6,750)
Walpole Park Play Area - provision of fitness equipment	7,000	14,985	0
Bus Shelters - A32 Purchase (14)	4,000	0	(4,000)
Stokes Bay Promenade - maintenance of promenade	5,000	0	(5,000)
Lee Promenade - rolling programme of resurfacing	15,000	0	(15,000)
Play Area Equipment - Upgrade & Refurbish (The Fairways, St.Nicholas Ave, Rowner Green)	10,400	9,469	(930)
Public Conveniences refurbishment	56,000	0	(56,000)
Cocklepond refurbishment	25,000	0	(25,000)
Playgrounds - improvements to existing facilities	40,000	4,863	(35,140)
Essential Paving Improvements & Upgrades	50,000	0	(50,000)
Relay Tarmac to Rowner Green Bowling Club Car Park	25,000	0	(25,000)
Remove Paving Slabs at Anglesey Gardens Bowling Club and Replace with Tarmac (E)	11,000	0	(11,000)
Gosport Borough Cricket Club - Training Facility	22,000	0	(22,000)
Rowner Copse Park play area, upgrade of play equipment	50,000	45,500	(4,500)
Lee on Solent Skate Park, provision of Youth Shelter	7,000	0	(7,000)
Stokes Bay - Wet & Dry Play Area	250,000	81,665	(168,340)
Kings Road Playscheme	11,000	339	(10,660)
G&F Rugby Club - Pitch Lighting	0	7,000	7,000
	<b>7,069,400</b>	<b>6,561,906</b>	<b>(548,780)</b>
<b>ECONOMIC DEVELOPMENT BOARD</b>			
Waterfront Masterplanning	76,000	0	(76,000)
Cemetery Lodge Window Replacement	10,000	0	(10,000)
	<b>86,000</b>	<b>0</b>	<b>(86,000)</b>
<b>POLICY &amp; ORGANISATION BOARD</b>			
CCTV - Replacement & Upgrades	34,000	10,991	(23,000)
Hampshire High Speed Broadband Project	15,000	0	(15,000)
Mobile Home Park - underground pipe renewal	17,000	23,076	0
Mobile Home Park - flooding alleviation	4,000	0	(4,000)
Information Technology	378,000	176,021	(192,450)
IT - eFinancials	0	2,730	0
Print Room Guillotine	16,000	15,797	0
Town Hall Major Repairs	102,000	57,685	(44,310)
	<b>566,000</b>	<b>286,300</b>	<b>(278,760)</b>
	<b>12,096,400</b>	<b>11,123,474</b>	<b>(953,540)</b>
<b>FINANCED BY</b>			
HRA - Major Repairs Reserve	2,362,360	2,362,355	
HRA - Revenue Contribution	1,357,640	949,435	
HRA - Borrowing	0	201,107	
GF - Capital Receipts	1,233,000	1,237,281	
GF - Developer Contributions - Open Spaces	421,000	214,410	
GF - Developer Contributions - Affordable Housing	185,000	175,000	
GF - Other Grants & Contributions	259,000	314,407	
GF - Capital Grants - Disabled Facilities	310,000	372,118	
GF - Borrowing - GF	5,968,400	5,297,361	
	<b>12,096,400</b>	<b>11,123,474</b>	

<b>CUMULATIVE WRITE OFFS UNDER DELEGATED AUTHORITY</b>			
		<b>2011/12</b>	<b>2012/13</b>
		<b>£</b>	<b>£</b>
Council Tax		171,962	67,436
NNDR		115,435	477,935
Housing Rents	HRA	42,213	31,425
	GF	75,916	136,715
Sundry Debtors		313	19,126
Housing Benefits		40,160	13,951
<b>TOTALS</b>		<b>445,999</b>	<b>746,588</b>

## APPENDIX F

Ernst & Young LLP  
Wessex House  
19 Threefield Lane  
Southampton  
SO14 3QB

*Please ask for:*  
Julian Bowcher  
*Direct dial:*  
(023) 9254 5301  
*E-mail:*  
Julian.bowcher@gosport.gov.uk  
*My Ref:*JB/KS

12 September 2013

Dear Sirs,

This representation letter is provided in connection with your audit of the financial statements of Gosport Borough Council ("the Council") for the year ended 31 March 2013. We recognise that obtaining representations from us concerning the information contained in this letter is a significant procedure in enabling you to form an opinion as to whether the financial statements give a true and fair view of the financial position of Gosport Borough Council as of 31 March 2013 and of its expenditure and income for the year then ended in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.

We understand that the purpose of your audit of our financial statements is to express an opinion thereon and that your audit was conducted in accordance with International Standards on Auditing (UK and Ireland), which involves an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, and is not designed to identify - nor necessarily be expected to disclose – all fraud, shortages, errors and other irregularities, should any exist.

Accordingly, we make the following representations, which are true to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

### **A. Financial Statements and Financial Records**

1. We have fulfilled our responsibilities, under the relevant statutory authorities, for the preparation of the financial statements in accordance with the Accounts and Audit Regulations (England) 2011 and CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13.
2. We acknowledge, our responsibility for the fair presentation of the financial statements. We believe the financial statements referred to above give a true and fair view of the financial position, and of its expenditure and income of the Council in accordance with the CIPFA LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and are free of material misstatements, including omissions. We have approved the financial statements.
3. The significant accounting policies adopted in the preparation of the financial statements are appropriately described in the financial statements.
4. We believe that the Council has a system of internal controls adequate to enable the preparation of accurate financial statements in accordance with the CIPFA

LASAAC Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 that are free from material misstatement, whether due to fraud or error.

5. There are no unadjusted audit differences identified during the current audit and pertaining to the latest period presented.

#### **B. Fraud**

1. We acknowledge that we are responsible for the design, implementation and maintenance of internal controls to prevent and detect fraud
2. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
3. We have disclosed to you all significant facts relating to any frauds, suspected frauds or allegations of fraud known to us that may have affected the Council (regardless of the source or form and including, without limitation, allegations by “whistle-blowers”), whether involving management or employees who have significant roles in internal control. Similarly, we have disclosed to you our knowledge of frauds or suspected frauds affecting the entity involving others where the fraud could have a material effect on the financial statements. We have also disclosed to you all information in relation to any allegations of fraud or suspected fraud communicated by employees, former employees, analysts, regulators or others, that could affect the financial statements.

#### **C. Compliance with Laws and Regulations**

1. We have disclosed to you all known actual or suspected noncompliance with laws and regulations whose effects should be considered when preparing the financial statements.

#### **D. Information Provided and Completeness of Information and Transactions**

1. We have provided you with:
  - Access to all information of which we are aware that is relevant to the preparation of the financial statements such as records, documentation and other matters as agreed in terms of the audit engagement.
  - Additional information that you have requested from us for the purpose of the audit and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have made available to you all minutes of the meetings of the Council, and committees (or summaries of actions of recent meetings for which minutes have not yet been prepared) held through the year to the most recent meeting on the following date: Standards and Governance Committee held on 12 September 2013 Policy and Organisation Committee on 26 September 2013.
4. We confirm the completeness of information provided regarding the identification of related parties. We have disclosed to you the identity of the Council’s related parties and all related party relationships and transactions of which we are



aware, including sales, purchases, loans, transfers of assets, liabilities and services, leasing arrangements, guarantees, non-monetary transactions and transactions for no consideration for the period ended, as well as related balances due to or from such parties at the year end. These transactions have been appropriately accounted for and disclosed in the financial statements.

5. We have disclosed to you, and the Council has complied with, all aspects of contractual agreements that could have a material effect on the financial statements in the event of non-compliance, including all covenants, conditions or other requirements of all outstanding debt.

#### **E. Liabilities and Contingencies**

1. All liabilities and contingencies, including those associated with guarantees, whether written or oral, have been disclosed to you and are appropriately reflected in the financial statements.
2. We have informed you of all outstanding and possible litigation and claims, whether or not they have been discussed with legal counsel.
3. We have recorded and/or disclosed, as appropriate, all liabilities related litigation and claims, both actual and contingent, and have disclosed in Notes 33 and 34 to the financial statements all guarantees that we have given to third parties.
4. No other claims in connection with litigation have been or are expected to be received.

#### **F. Subsequent Events**

1. Other than the events described in Note 35 to the financial statements, there have been no events subsequent to period end which require adjustment of or disclosure in the financial statements or notes thereto.

#### **G. Accounting Estimates**

1. We believe that the significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
2. Accounting estimates recognised or disclosed in the financial statements:
  - We believe the measurement processes, including related assumptions and models, we used in determining accounting estimates is appropriate and the application of these processes is consistent.
  - The disclosures relating to accounting estimates are complete and appropriate in accordance with the applicable financial reporting framework.
  - The assumptions we used in making accounting estimates appropriately reflects our intent and ability to carry out specific courses of action on behalf of the entity, where relevant to the accounting estimates and disclosures.
  - No subsequent event requires an adjustment to the accounting estimates and disclosures included in the financial statements.

#### **H Retirement benefits**

1. On the basis of the process established by us and having made appropriate enquiries, we are satisfied that the actuarial assumptions underlying the scheme liabilities are consistent with our knowledge of the business. All significant retirement benefits and all settlements and curtailments have been identified and properly accounted for.

#### **I Use of the Work of an Expert**

1. We agree with the findings of the experts engaged to provide Property, Plant and Equipment valuations and the pensions actuarial entries and have adequately considered the qualifications of the experts in determining the amounts and disclosures included in the financial statements and the underlying accounting records. We did not give or cause any instructions to be given to the experts with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an effect on the independence or objectivity of the experts.

Yours faithfully,

---

Borough Treasurer

I confirm that this letter has been discussed and agreed at the Standards and Governance Committee on 12 September 2013 and formally approved at Policy and Organisation Board on 25 September 2013

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Chairman of Policy and Organisation Board



**GOSPORT**  
Borough Council

# **STATEMENT OF ACCOUNTS**

**2012/13**



## STATEMENT OF ACCOUNTS 2012/13

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## EXPLANATORY FOREWORD

### 1. Introduction

The Statement of Accounts provides an overview of the Council's financial position at 31 March 2013 and a summary of its income and expenditure in the year to 31 March 2013. It is, in parts, a complex document which sets out to ensure that the accounts of all Government funded bodies provide comparable and consistent information and comply with International Financial Reporting Standards. It meets the reporting and accounting requirements of the CIPFA Code of Practice 2012/13 (the Code) which is based on and compliant with International Financial Reporting Standards (IFRS).

### 2. The main financial statements are

#### Statement of Responsibilities

This sets out the Council's and the Chief Financial Officer's responsibilities in relation to the administration of the Council's affairs.

#### Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (ie those that can be applied to fund expenditure or reduce local taxation) and other reserves. The 'surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Council's services, more details of which are shown in the 'Comprehensive Income and Expenditure Statement'. These are different from the statutory amounts required to be charged to the General Fund Balance and Housing Revenue Account for council tax setting and rent setting purposes. The 'net increase / decrease before transfers to earmarked reserves' line shows the statutory General Fund balance and Housing Revenue Account balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

#### Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. The Council raises taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

#### Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets (assets less liabilities) are matched by the reserves held. Reserves are reported in two categories. These are Usable Reserves - ie those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use - and Unusable Reserves - ie those that the Council is not able to use to provide services. The latter category includes reserves that hold unrealised gains and losses (ie revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'adjustments between accounting basis and funding basis under regulations'.

#### Cash Flow Statement

The Cash Flow Statement shows the changes in cash and cash equivalents to the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as operating, investing and financing activities.

### Notes to the accounts including accounting policies

The accounting policies are the specific principles, bases, conventions, rules and practices applied by the Council in preparing and presenting the financial statements.

The notes to the accounts provide further analysis and background to assist in interpreting and understanding the core financial statements.

### Housing Revenue Account and notes

The Housing Revenue Account (HRA) reflects the statutory obligation to maintain a separate revenue account for income and expenditure on council housing and related activities in accordance with the Local Government and Housing Act 1989. This specifies the credit and debit items to be taken into account in determining the surplus or deficit on the HRA for the year. The notes provide further explanation about the HRA.

### Collection Fund and notes

The Collection Fund is the statutory account that billing authorities must maintain separately from the rest of their accounts. It summarises council tax and business rate transactions for the Borough, County Council, Police Authority, Fire and Rescue Authority and Central Government. The notes provide further explanation about the Collection Fund.

### Annual Governance Statement

The Accounts and Audit Regulations 2011 require the Council to conduct a review at least once a year of the effectiveness of its system of internal control, and to include a statement reporting on the review with the Statement of Accounts.

## **3. Financial performance**

### General Fund

The Council's revenue budget for 2012/13 before transfers to or from reserves was £10,284,200, the actual net expenditure for the year was £9,920,213 giving an under spending of £363,987.

Against this will be offset revenue carry forwards totalling £170,992 - the net underspending excluding carry forwards being £192,995 (approximately 0.3% of the gross budget)

The main areas of underspend included : Leisure and Culture – various headings (£73,975), Homelessness (£45,619), Local Development Plan (£69,527), Housing Benefits – subject to the external audit of the subsidy claim (£77,634), Planning Fees – additional income (£30,192), Net Interest (£23,182) and Administration Costs including Salaries and Overheads (£50,568).

The main area of overspend was the lower than expected Car Parking income of £55,298 which it is believed was largely due to the continuing effect of the recession and the inclement weather.

General fund net interest received was (£5,302) (budgeted net interest paid £17,880).

The statutory revenue charge for debt outstanding in 2012/13 was £419,927.

The table below summarises 2012/13 by Council board as reflected in the 2013/14 budget book, as opposed to the statutory reporting format in the financial statements and shows the transfers to and from reserves. The actual figures include necessary accounting entries to comply with the IFRS Code.



	REVISED 2012/13 £	ACTUAL 2012/13 £	VARIANCE 2012/13 £
<b>GENERAL FUND</b>			
Community Board	5,765,100	5,863,541	98,441
Economic Development Board	899,310	793,953	(105,357)
Policy & Organisation Board	3,619,790	3,262,719	(357,071)
<b>Total Net Expenditure</b>	<b>10,284,200</b>	<b>9,920,213</b>	<b>(363,987)</b>
GF Working Balance, contribution to / (from) reserve	0	0	0
RFR, contribution to reserve	255,490	255,490	0
RFR, contribution to reserve - underspend		363,987	363,987
<b>Budget Total</b>	<b>10,539,690</b>	<b>10,539,690</b>	<b>0</b>
<b>FINANCED BY</b>			
Gosport Council Tax	(5,624,030)	(5,624,030)	
Non Domestic Rates Distribution	(4,792,460)	(4,792,460)	
Revenue Support Grant	(92,900)	(92,900)	
Collection Fund Surplus	(30,300)	(30,300)	
	<b>(10,539,690)</b>	<b>(10,539,690)</b>	

#### General Fund Reserves

The General Fund working balance at 31 March 2013 is £890,000 as projected in the Budget Report for 2013/14.

The Revenue Financing Reserve (RFR) - which is used to fund variations in annual maintenance requirements, uninsurable risks and spend to save initiatives including severance costs – is £1,284,690 at 31 March 2013. In line with Council policy, the 2012/13 underspend was put into the RFR at year end along with the budgeted contribution of £255,490.

The Council has other miscellaneous reserves totalling £717,000.

#### Housing Revenue Account

The Housing Revenue Account was forecast to have a revenue surplus of £538,000 for 2012/13 with a revised account balance of £990,200 at 31 March 2013. The actual surplus was £528,805 with £151,000 being put into a New Build Reserve as budgeted and £377,805 being into the HRA balance.

Both the General Fund and Housing Revenue Account revenue account reserves described above are summarised at 10 below and are detailed in note 22 to the financial statements.

#### **4. Material assets acquired or liabilities incurred**

A summary of capital expenditure and financing for 2012/13 is shown below. This shows material schemes, additions and enhancements to the council's fixed assets.

SCHEME	REVISED 2012/13 £	ACTUAL 2012/13 £	SLIPPAGE £
<b>BY BOARD</b>			
Community Board - Housing (HRA)	3,720,000	3,512,897	0
Community Board - Housing (GF)	655,000	762,370	(40,000)
Community Board - Non Housing	7,069,400	6,561,906	(548,780)
Economic Development Board	86,000	0	(86,000)
Policy & Organisation Board	566,000	286,300	(278,760)
	<b>12,096,400</b>	<b>11,123,474</b>	<b>(953,540)</b>
<b>BY MAJOR SCHEME</b>			
Gosport Leisure Park	6,045,000	6,068,544	0
Council Dwellings	3,720,000	3,512,897	0
Disabled Facilities	380,000	385,394	0
Information Technology	378,000	178,751	(192,450)
Stokes Bay - Wet & Dry Play Area	250,000	81,665	(168,340)
River Hamble to Portchester. CFERM Strategy	202,000	155,493	(21,960)
Affordable Housing	185,000	175,000	(10,000)
Brookers Field - drainage to 4 football pitches	140,000	70,608	(69,390)
Town Hall Major Repairs	102,000	57,685	(44,310)
Housing Renewal	90,000	59,976	(30,000)
Public Conveniences refurbishment	56,000	0	(56,000)
Rowner Copse Park play area, upgrade of play equip	50,000	45,500	(4,500)
Fuel Poverty Grant	0	142,000	0
All other schemes	498,400	189,959	(356,590)
	<b>12,096,400</b>	<b>11,123,474</b>	<b>(953,540)</b>
<b>FINANCED BY</b>			
HRA - Major Repairs Reserve	2,362,360	2,362,355	
HRA - Revenue Contribution	1,357,640	949,435	
HRA - Borrowing	0	201,107	
GF - Capital Receipts	1,233,000	1,237,281	
GF - Developer Contributions - Open Spaces	421,000	214,410	
GF - Developer Contributions - Affordable Housing	185,000	175,000	
GF - Other Grants & Contributions	259,000	314,407	
GF - Capital Grants - Disabled Facilities	310,000	372,118	
GF - Borrowing - GF	5,968,400	5,297,361	
	<b>12,096,400</b>	<b>11,123,474</b>	

## 5. Pensions liability

The Statement of Accounts complies with International Accounting Standard (IAS)19 – the financial reporting standard on Retirement Benefits. This is expanded on in note 32 to the financial statements. The reported figures are supplied by independent actuaries to the Hampshire County Council administered pension fund.

The Balance Sheet and note show a worse position compared to last year's net pension deficit by £4.41 million (£40.23 million to £44.64 million) mainly due to changes in actuarial assumptions in measuring fund liabilities. This is a volatile figure and has a tendency to vary by several millions from year to year depending on actuarial assumptions and government guidance.

31-Mar-12 £'000	31-Mar-13 £'000
<b>(40,230) Net Pension Liability</b>	<b>(44,640)</b>

## 6. Material or unusual charges or credits in the accounts.

During 2012/13 the new Gosport Leisure Centre was completed and opened to the public in December 2012.

The new Leisure Centre was valued at £10.1 million and the difference between this and the value of the old centre and new centre construction costs was £4.6 million – this being initially charged to Other Operating Expenditure in the Comprehensive Income and Expenditure Statement (note 6 to the Financial Statements refers) and then to the Capital Adjustment Account.

## 7. Significant changes in accounting policies

There are no significant changes in accounting policies for 2012/13.

Accounting policy (m) on page 29 has been expanded and reworded to clarify the Council's position regarding the Portchester Crematorium Joint Committee although there is no change in the actual policy.

## 8. Major change in statutory functions and planned developments in service delivery

### Revenue

- The staffing reductions and review of the Council's constitution in previous years and the implementation of the major contracts for waste, grounds and building maintenance services from April 2011, are now both embedded in the Council's working practices.
- The implementation of HRA reform from April 2012 following the settlement payment of £57.029 million to the government in March 2012 and the ending of the subsidy system whereby the Council paid a net subsidy payment to the government. Although not required by the Code, these two comparative payments in 2011/12 are shown separately on the face of the HRA income and Expenditure Statement on page 88 to aid transparency.
- Following HRA reform, the depreciation charged to the HRA in 2012/13 has been based on the Major Repairs Allowance (MRA) used in the Government self-financing buyout determination. This is permissible during a transitional period while local authorities develop asset systems that will allow componentised depreciation to become a real charge to the Housing Revenue Account.

### Capital

- The opening of the new Gosport Leisure Centre in December 2012 following the demolition of Holbrook Recreation Centre (see 6 above).

Future developments in service delivery include

### Revenue

- The continuing pressure on budgets from both the national economy and resulting grant settlements means that identifying efficiency savings continues to be a prime concern.
- The introduction of the Business Rate Retention scheme from 1 April 2013 and the increased risk borne by local authorities for the collection of business rates.

### Capital

- The opening of the Stokes Bay Wet and Dry Play Area in June 2013.

## 9. Current borrowing facilities and capital borrowing

The table below summarises the Council's net borrowing position as included in the balance sheet in the financial statements.

<b>31-Mar-12</b> <b>£'000</b>	<b>31-Mar-13</b> <b>£'000</b>
0 Long Term Investments	0
0 Short Term Investments	0
506 Cash and Cash Equivalents/Bank Overdraft	3,655
(4,526) Short Term Borrowing	(11,411)
(70,521) Long Term Borrowing	(72,228)
<b>(74,541) Net Borrowing position</b>	<b>(79,984)</b>

The Council's capital financing requirement – essentially a measure of the outstanding capital expenditure which has not yet been paid for from either revenue or capital resources (or the underlying need to borrow) is set out below. This is reduced each year by the statutory charge to revenue for outstanding debt (the minimum revenue provision).

<b>31-Mar-12</b> <b>£'000</b>	<b>31-Mar-13</b> <b>£'000</b>
<b>76,366 Capital Financing Requirement</b>	<b>81,418</b>

## 10. The council's internal and external sources of funds available to meet its expenditure plans and other financial commitments.

The council's available reserves to meet both capital and revenue expenditure plans and other financial commitments are

### Usable Reserves

Usable reserves are reserves that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations (for example the Capital Receipts Reserve can only be used fund capital expenditure). These are summarised below:

31-Mar-12 £'000		31-Mar-13 £'000
	<b>Revenue</b>	
	<b>General Fund (GF)</b>	
(890)	GF - General Fund balance	(890)
(665)	GF - Revenue Financing Reserve	(1,285)
(759)	GF - Other	(717)
	<b>Housing Revenue Account (HRA)</b>	
(603)	HRA - Housing Revenue Account balance	(981)
0	HRA - New Build Reserve (Revenue)	(151)
	<b>Capital</b>	
	<b>General Fund (GF)</b>	
(65)	GF - Capital Receipts (Camden Allotments)	(65)
0	Capital Grants Unapplied	0
	<b>Housing Revenue Account (HRA)</b>	
0	Capital Receipts Reserve (HRA)	(170)
0	Capital Receipts New Build (RTB)	(116)
0	HRA - Major Repairs Reserve	0
<b>(2,982)</b>		<b>(4,375)</b>

#### Grants and contributions receipts in advance

In addition to these 'usable' reserves the council also has £1.556 million as at 31 March 2013 (£1.994 million as at 31 March 2012) of developers' contributions that are available to spend. They are categorised separately to Usable Reserves as they are subject to conditions as to the nature and timescale of their use and could therefore be returnable. The Council manages these sums to mitigate that possibility.

#### **11. Details of significant provisions or contingencies and material write-offs.**

A provision of £60,000 has been created to cover the initial levy (£9,000) and potential future liabilities (£51,000) of the MMI Scheme of Arrangement. This issue has previously been reported each year as a Contingent Liability disclosure in the annual Statement of Accounts with an estimated liability of £60,000. A sum was included in the revised budget for this purpose.

#### **12. Details of any material events after the reporting date up to the date the accounts are authorised for issue**

Under the Business Rate Retention Scheme, half of the liability for Non Domestic Rating appeal payments after 1 April passes from the government to the billing and precepting authorities. The total value of appeals for 2012/13 and earlier years which may become payable after 1 April is estimated to be £3.5 million. The Council's share of this potential liability is £1.4 million although it should be noted that the financial impact may be partly mitigated by the government's safety net arrangements.

#### **13. Impact of the current economic climate on the Council and the services it provides**

Against the background of public sector expenditure reductions and an uncertain national economic position, the Council's overall financial position remains stable and a balanced budget has been set for 2013/14.

From 1 April 2013, the Council is receiving approximately half of its funding from the new national Business Rate Retention scheme – a major factor of which is the passing of the

financial risk for the collection of monies due from central to local government. When combined with continuing economic pressures and central government funding constraints this is likely to increase the financial pressures on the Council.

The need to ensure that future council tax levels are acceptable and reserve levels remain adequate is a priority and prompt and measured action has been taken including service changes, and staffing reductions. While the emphasis is on maintaining front line services, the methods of delivery have been, and continue to be, examined.

The provisional grant settlement for 2014/15 for revenue support grant and business rates retention indicated an overall funding reduction of £703,000 and estimates for 2015/16 and later years, while remaining very uncertain, are that further reductions of £333,000 in 2015/16 and £35,000 in both 2016/17 and 2017/18 will occur. Budget reductions of over £1.2 million may be needed over this four year period to achieve acceptable levels of Council Tax.

## STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

### The Authority's responsibilities

The Authority is required to:

- make arrangements for the proper administration of its financial affairs and to secure that one of its officers has the responsibility for the administration of those affairs. In this Authority, that officer is the Chief Finance Officer;
- manage its affairs to secure economic, efficient and effective use of resources and safeguard its assets.
- approve the Statement of Accounts.

Councillor M. Hook  
Chair of Policy and Organisation Board

2013

### The Chief Finance Officer's responsibilities

The Chief Finance Officer is responsible for the preparation of the Authority's Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* (the Code).

In preparing this Statement of Accounts, the Chief Finance Officer has:

- selected suitable accounting policies and then applied them consistently;
- made judgements and estimates that are reasonable and prudent; and
- complied with the local authority Code.

The Chief Finance Officer has also:

- kept proper accounting records which are up to date; and
- taken reasonable steps for the prevention and detection of fraud and other irregularities.

I hereby certify that the Statement of Accounts presents a true and fair view of the financial position of the authority at the reporting date and its income and expenditure for the year ended 31st March 2013. These financial statements replace the unaudited financial statements authorised for issue by the Borough Treasurer on 27 June 2013.

Mr Julian Bowcher  
Borough Treasurer, Section 151 officer

2013

### Movement in Reserves Statement

This statement shows the movement in the year on the different reserves held by the Council, analysed into 'usable reserves' (ie those that can be applied to fund expenditure or reduce local taxation) and other reserves. The 'Surplus or (deficit) on the provision of services' line shows the true economic cost of providing the Council's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. These are different from the statutory amounts required to be charged to the General Fund balance and Housing Revenue Account for Council Tax setting and Dwellings Rent setting purposes. The 'Net Increase / Decrease before transfers to Earmarked Reserves' line shows the statutory General Fund balance and Housing Revenue Account balance before any discretionary transfers to or from earmarked reserves undertaken by the Council.

	General Fund Balance £000	Earmarked General Fund Reserves £000	Housing Revenue Account £000	Earmarked HRA Reserves £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Balance at 31 March 2011</b>	(890)	(1,645)	(439)	0	(65)	0	(3,039)	(109,658)	(112,697)
<b>Movement during 2011/12</b>									
Deficit on the provision of services	3,181		57,973				61,154		61,154
Other Comprehensive Income and Expenditure							0	7,126	7,126
<b>Total Comprehensive Income and Expenditure</b>	3,181	0	57,973	0	0	0	61,154	7,126	68,280
Adjustments between accounting basis & funding basis under regulations (Note 10)	(2,960)		(58,137)		0	0	(61,097)	61,097	0
<b>Net (increase)/decrease before transfers to Earmarked Reserves</b>	221	0	(164)	0	0	0	57	68,223	68,280
Transfers to/(from) Earmarked Reserves (Note 22)	(221)	221		0			0		0
<b>Net (increase)/decrease in 2011/12</b>	0	221	(164)	0	0	0	57	68,223	68,280
<b>Balance at 31 March 2012</b>	(890)	(1,424)	(603)	0	(65)	0	(2,982)	(41,435)	(44,417)



	General Fund Balance £000	Earmarked General Fund Reserves £000	Housing Revenue Account £000	Earmarked HRA Reserves £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Unusable Reserves £000	Total Authority Reserves £000
<b>Movement during 2012/13</b>									
Deficit on the provision of services	7,230		207				7,437		7,437
Other Comprehensive Income and Expenditure							0	105	105
<b>Total Comprehensive Income and Expenditure</b>	<b>7,230</b>	<b>0</b>	<b>207</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,437</b>	<b>105</b>	<b>7,542</b>
Adjustments between accounting basis & funding basis under regulations (Note 10)	(7,808)		(736)		(286)	0	(8,830)	8,830	0
<b>Net (increase)/decrease before transfers to Earmarked Reserves</b>	<b>(578)</b>	<b>0</b>	<b>(529)</b>	<b>0</b>	<b>(286)</b>	<b>0</b>	<b>(1,393)</b>	<b>8,935</b>	<b>7,542</b>
Transfers to/(from) Earmarked Reserves (Note 22)	578	(578)	151	(151)			0		0
<b>Net (increase)/decrease in 2012/13</b>	<b>0</b>	<b>(578)</b>	<b>(378)</b>	<b>(151)</b>	<b>(286)</b>	<b>0</b>	<b>(1,393)</b>	<b>8,935</b>	<b>7,542</b>
<b>Balance at 31 March 2013</b>	<b>(890)</b>	<b>(2,002)</b>	<b>(981)</b>	<b>(151)</b>	<b>(351)</b>	<b>0</b>	<b>(4,375)</b>	<b>(32,500)</b>	<b>(36,875)</b>

## Comprehensive Income and Expenditure Statement

This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices, rather than the amount to be funded from taxation. Authorities raise taxation to cover expenditure in accordance with regulations; this may be different from the accounting cost. The taxation position is shown in the Movement in Reserves Statement.

2011/12			Notes	2012/13		
Gross Exp £000	Gross Income £000	Net Exp £000		Gross Exp £000	Gross Income £000	Net Exp £000
7,392	(6,254)	1,138		7,285	(5,734)	1,551
3,153	(261)	2,892		2,762	(173)	2,589
4,664	(973)	3,691		4,422	(992)	3,430
2,487	(851)	1,636		2,319	(966)	1,353
1,733	(1,017)	716		805	(910)	(105)
42,056	(40,942)	1,114		45,846	(46,731)	(885)
57,029	0	57,029	5	0	0	0
2,611	(122)	2,489		2,560	(117)	2,443
(197)	0	(197)		(345)	0	(345)
<b>120,928</b>	<b>(50,420)</b>	<b>70,508</b>	<b>Cost Of Services</b>	<b>65,654</b>	<b>(55,623)</b>	<b>10,031</b>
		(555)	Other Operating Expenditure	7		3,897
		2,314	Financing and Investment Income and Expenditure	8		5,539
		(11,113)	Taxation and Non-Specific Grant Income	9		(12,030)
		<b>61,154</b>	<b>Deficit on Provision of Services</b>			<b>7,437</b>
		(1,604)	Surplus on revaluation of Property, Plant and Equipment assets			(3,430)
		520	Other recognised losses			5
		8,210	Actuarial losses on pension assets / liabilities			3,530
		<b>7,126</b>	<b>Other Comprehensive Expenditure</b>			<b>105</b>
		<b>68,280</b>	<b>Total Comprehensive Expenditure</b>			<b>7,542</b>

### Balance Sheet

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Council. The net assets of the Council (assets less liabilities) are matched by the reserves held by the Council. Reserves are reported in two categories. The first category of reserves are usable reserves, ie those reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations on their use (for example the capital receipts reserve may only be used to fund capital expenditure or repay debt). The second category of reserves are those that the Council is not able to use to provide services. This category of reserves includes reserves that hold unrealised gains and losses (for example the revaluation reserve), where amounts would only become available to provide services if the assets are sold; and reserves that hold timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations'. The unaudited accounts were issued on 27 June 2013 and the audited accounts were authorised for issue on 17 September 2013.

<b>31-Mar-12</b> <b>£'000</b>	<b>Notes</b>	<b>31-Mar-13</b> <b>£'000</b>
141,733 Property, Plant & Equipment	11	145,273
209 Heritage Assets	12	209
10,022 Investment Property	13	7,216
540 Intangible Assets	14	569
5,601 Long Term Debtors	17	5,567
<b>158,105 Long Term Assets</b>		<b>158,834</b>
6,894 Short Term Debtors	17	7,430
506 Cash and Cash Equivalents	18	3,655
<b>7,400 Current Assets</b>		<b>11,085</b>
0 Cash and Cash Equivalents/Bank Overdraft	18	0
(4,526) Short Term Borrowing	15	(11,411)
(3,734) Short Term Creditors	19	(3,107)
(41) Short Term Liabilities	31	(42)
0 Provisions	20	(9)
<b>(8,301) Current Liabilities</b>		<b>(14,569)</b>
0 Provisions	20	(51)
(70,521) Long Term Borrowing	15	(72,228)
(42) Other Long Term Liabilities	31	0
(1,994) Capital Grants and Contributions Receipts in Advance	28	(1,556)
(40,230) Net Pension Liability	32	(44,640)
<b>(112,787) Long Term Liabilities</b>		<b>(118,475)</b>
<b>44,417 Net Assets</b>		<b>36,875</b>
(2,982) Usable reserves	22	(4,375)
(41,435) Unusable Reserves	23	(32,500)
<b>(44,417) Total Reserves</b>		<b>(36,875)</b>

## Cash Flow Statement

The Cash Flow statement shows the changes in cash and cash equivalents of the Council during the reporting period. The statement shows how the Council generates and uses cash and cash equivalents by classifying cash flows as; operating, investing and financing activities. The amount of net cash flows arising from operating activities is a key indicator of the extent to which the operations of the Council are funded by way of taxation and grant income or from the recipients of services provided by the authority. Investing activities represent the extent to which cash outflows have been made for resources which are intended to contribute to the Council's future service delivery. Cash flows arising from financing activities are useful in predicting claims on future cash flows by providers of capital (ie borrowing) to the authority.

<b>2011/12 (restated) £000</b>	<b>Notes</b>	<b>2012/13 £000</b>
(61,154) Net surplus or (deficit) on the provision of services		(7,437)
11,041 Adjustments to surplus or deficit on the provision of services for non-cash movements	36	14,053
(5,543) Adjust for items included in the net surplus or deficit on the provision of services that are investing and financing activities	36	(2,652)
<b>(55,656)</b> Net Cash flows from Operating Activities		<b>3,964</b>
(3,302) Net Cash flows from Investing Activities	36	(8,186)
60,894 Net Cash flows from Financing Activities	36	7,371
<b>1,936</b> Net increase or (decrease) in cash and cash equivalents		<b>3,149</b>
1,430 Cash and cash equivalents at the beginning of the reporting period		506
506 Cash and cash equivalents at the end of the reporting period		3,655

The 2011/12 'Adjustments to surplus or deficit on the provision of services for non-cash movements' and 'Net Cash flows from Investing Activities' have been restated by £31,000 (the former decreased and the latter increased) to correct a mis-stated cash flow movement in the 2011/12 Statement. There is no change to the overall net cash flow movement.

## NOTES TO THE FINANCIAL STATEMENTS

### 1. Accounting Policies

#### a) General Principles

The Statement of Accounts summarises the Council's transactions for the 2012/13 financial year and its position at the year end of 31 March 2013.

The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (England) Regulations 2011 which require the annual statement of accounts to be prepared in accordance with proper accounting practices.

These practices primarily comprise the Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 and the Service Reporting Code of Practice 2012/13, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued under section 12 of the 2003 Act.

The accounting convention adopted in the Statement of Accounts is principally historical cost, modified by the revaluation of certain categories of non-current assets and financial instruments.

#### b) Accruals of Income and Expenditure

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received. In particular:

- Revenue from the sale of goods is recognised when the Authority transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Revenue from the provision of services is recognised when the Authority can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Authority.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Interest receivable on investments and payable on borrowings is accounted for respectively as income and expenditure on the basis of the effective interest rate for the relevant financial instrument rather than the cash flows fixed or determined by the contract.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

#### c) Cash and Cash Equivalents

Cash is represented by cash in hand and deposits with the Council's main bank account.

Cash equivalents are deposits with financial institutions repayable without penalty within one day for known amounts of cash with insignificant risk of changes in value.

The following Council accounts and instruments are treated as cash and cash equivalents.

National Westminster Group Account consisting of

- Main Account
- Payments Account
- Online Account

#### Call Accounts

- Corporate Deposit Account
- Liquidity Select Account

#### Money Market Fund Accounts

- Global Treasury Account
- The Public Sector Deposit Fund (CCLA Investment Management Ltd)

#### Temporary Deposits

- Deposits placed with approved institutions which are repayable within one day of the balance sheet date

In the cash flow statement, the cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form part of the Authority's banking arrangements.

### **d) Employee Benefits**

#### Benefits Payable During Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave, bonuses and non-monetary benefits (eg cars) for current employees and are recognised as an expense for services in the year in which employees render service to the Authority. An accrual is made for the cost of holiday entitlements (including flexi time but not time off in lieu which is judged not to be material) earned by employees but not taken before the year-end which employees can carry forward into the next financial year.

The accrual is calculated on the actual outstanding benefits at year end at current wage and salary rates and charged directly to the Surplus or Deficit on the Provision of Services. It is then reversed out through the Movement in Reserves Statement so that holiday benefits are charged to revenue in the financial year in which the holiday absence occurs.

#### Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Authority to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy and are charged on an accruals basis to the relevant service line in the Comprehensive Income and Expenditure Statement when the Authority is demonstrably committed to the termination of the employment of an officer or group of officers or making an offer to encourage voluntary redundancy.

Where termination benefits involve the enhancement of pensions, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or pensioner in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, appropriations are required to and from the Pensions Reserve to remove the notional debits and credits for pension enhancement termination benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end.

#### Post Employment Benefits

The majority of the Council's employees belong to the Local Government Superannuation Scheme (LGPS) administered by Hampshire County Council. Detailed regulations govern rates of contribution and scales of benefit.

The pension scheme is detailed in note 32 to the accounting statements.

The Local Government Scheme is accounted for as a defined benefits scheme.

- The liabilities of the LGPS attributable to the Council are included in the balance sheet on an actuarial basis using the projected unit method – ie an assessment of the future payments that will be made in relation to retirement benefits earned to date by employees, based on assumptions about mortality rates, employee turnover rates etc, and projections of earnings for current employees
- Liabilities are discounted to their value at current prices, using a discount rate of 4.3% based on the current rate of return on high quality corporate bonds of equivalent term and currency to the liabilities.
- Assets of the LGPS attributable to the council are included in the balance sheet at their fair value.

The council's change in the net pension liability is analysed into 7 components

Current service costs	The increase in liabilities as a result of service earned this year – allocated in the Comprehensive Income and Expenditure Statement to the services for which the employees worked
Past service costs	The increase in liabilities arising from current year's decisions whose effect relates to years of service earned in earlier years – charged to Non-Distributed Costs in the Comprehensive Income and Expenditure Statement
Interest Cost	The expected increase in the present value of liabilities during the year as they move one year closer to being paid – charged to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
Expected return on assets	The annual investment return on the fund assets attributable to the Council, based on an average of the expected long term return – credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement
Gains or losses on settlements and curtailments	The result of actions to relieve the Authority of liabilities or events that reduce the expected future service or accrual of benefits of employees – debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement as part of Non Distributed Costs
Actuarial gains and losses	Changes in the pension liability that arises because events have not coincided with assumptions made at the last actuarial valuation or because the actuaries have updated their assumptions – debited to the Pensions Reserve
Employers' contributions payable to scheme	Cash paid as employers' contributions to the pension fund

In relation to retirement benefits, statutory provisions require the General Fund balance to be charged with the amount payable by the Authority to the pension fund or directly to pensioners in the year, not the amount calculated according to the relevant accounting standards. In the Movement in Reserves Statement, this means that there are appropriations to and from the Pensions Reserve to remove the notional debits and credits for retirement benefits and replace them with debits for the cash paid to the pension fund and pensioners and any such amounts payable but unpaid at the year-end. The negative balance that arises on the Pensions Reserve thereby measures the beneficial impact to the General Fund of being required to account for retirement benefits on the basis of cash flows rather than as benefits are earned by employees.

#### Discretionary Benefits

The Authority also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

#### **e) Events after the Reporting Period**

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect.

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

#### **f) Exceptional Items**

When items of income and expense are material, their nature and amount is disclosed separately, either on the face of the Comprehensive Income and Expenditure Statement or in the notes to the accounts, depending on how significant the items are to an understanding of the Authority's financial performance.

#### **g) Prior Period Adjustments, Changes in Accounting Policies and Estimates and Errors**

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e., in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Authority's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.



#### **h) Charges to Revenue for Non-Current Assets**

Services and support services are debited with the following amounts to record the cost of holding fixed assets during the year:

- depreciation attributable to the assets used by the relevant service
- revaluation and impairment losses on assets used by the service where there are no accumulated gains in the Revaluation Reserve against which the losses can be written off
- amortisation of intangible fixed assets attributable to the service

The Authority is not required to raise council tax to fund depreciation, revaluation and impairment losses or amortisations. However, it is required to make an annual contribution from revenue towards the reduction in its overall borrowing requirement equal to an amount calculated on a prudent basis determined by the authority in accordance with statutory guidance. Depreciation, revaluation and impairment losses and amortisations are therefore replaced by the contribution in the General Fund Balance of the Minimum Revenue Provision (MRP), by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

#### **i) Financial Instruments**

##### Financial Liabilities

Financial liabilities are recognised on the Balance Sheet when the Authority becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value and are carried at their amortised cost. Annual charges to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. The effective interest rate is the rate that exactly discounts estimated future cash payments over the life of the instrument to the amount at which it was originally recognised.

For the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable (plus accrued interest) and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year according to the loan agreement.

Gains and losses on the repurchase or early settlement of borrowing are credited and debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement in the year of repurchase/settlement. However, where repurchase has taken place as part of a restructuring of the loan portfolio that involves the modification or exchange of existing instruments, the premium or discount is respectively deducted from or added to the amortised cost of the new or modified loan and the write-down to the Comprehensive Income and Expenditure Statement is spread over the life of the loan by an adjustment to the effective interest rate.

Where premiums and discounts have been charged to the Comprehensive Income and Expenditure Statement, regulations allow the impact on the General Fund Balance to be spread over future years. The Authority has a policy of spreading the gain or loss over the term that was remaining on the loan against which the premium was payable or discount receivable when it was repaid. The reconciliation of amounts charged to the Comprehensive Income and Expenditure Statement to the net charge required against the General Fund Balance is managed by a transfer to or from the Financial Instruments Adjustment Account in the Movement in Reserves Statement.

### Financial Assets

Financial assets are classified into two types:

- Loans and receivables – assets that have fixed or determinable payments but are not quoted in an active market
- Available for sale assets – assets that have a quoted market price and/or do not have fixed or determinable payments

Loans and receivables are recognised on the Balance Sheet when the Council becomes a party to the contractual provisions of a financial instrument and are initially measured at fair value. They are subsequently measured at their amortised cost. Annual credits to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement for interest receivable are based on the carrying amount of the asset multiplied by the effective rate of interest for the instrument.

For the loans that the Council has made, this means that the amount presented in the Balance Sheet is the outstanding principal receivable (plus accrued interest) and interest credited to the Income and Expenditure Statement is the amount receivable for the year in the loan agreement.

The Council makes car loans, at an interest rate of 4%, available to certain employees as part of its recruitment and retention package

Where assets are identified as impaired because of a likelihood arising from a past event that payments due under the contract will not be made, the asset is written down and a charge made to the relevant service (for receivables specific to that service) or the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The impairment loss is measured as the difference between the carrying amount and the present value of the revised future cash flows discounted at the asset's original effective interest rate.

Any gains and losses that arise on the derecognition of an asset are credited or debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

### **j) Government Grants and Contributions**

Whether paid on account, by instalments or in arrears, government grants and third party contributions and donations are recognised as due to the Authority when there is reasonable assurance that:

- the Authority will comply with the conditions attached to the payments, and
- the grants or contributions will be received.

Amounts recognised as due to the Council are not credited to the Comprehensive Income and Expenditure Statement until conditions attached to the grant or contribution have been satisfied. Conditions are stipulations that specify that the future economic benefits or service potential embodied in the asset acquired using the grant or contribution are required to be consumed by the recipient as specified, or future economic benefits or service potential must be returned to the transferor.

Monies advanced as grants and contributions for which conditions have not been satisfied are carried in the Balance Sheet as creditors. When conditions are satisfied, the grant or contribution is credited to the relevant service line (attributable revenue grants and contributions) or Taxation and Non-Specific Grant Income (non-ringfenced revenue grants and all capital grants) in the Comprehensive Income and Expenditure Statement.

Where capital grants are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance in the Movement in Reserves Statement. Where the grant has yet to be used to finance capital expenditure, it is posted to the Capital Grants Unapplied Reserve. Where it has been applied, it is posted to the Capital Adjustment Account. Amounts in the Capital Grants Unapplied Reserve are transferred to the Capital Adjustment Account once they have been applied to fund capital expenditure.

#### **k) Heritage Assets**

The Council's Heritage Assets are held in the Town Hall.

The heritage assets largely comprise items of civic regalia and paintings as well as a mayoral chain and other miscellaneous items. They are all held in support of their primary objective of contributing to knowledge and culture and have cultural and historic associations that make their preservation for future generations important.

Heritage assets are recognised and measured (including the treatment of revaluation gains and losses) in accordance with the Council's accounting policies on property, plant and equipment. However, some of the measurement rules are relaxed in relation to heritage assets as detailed below.

The Council's collections of heritage assets are accounted for as follows:-

- Civic Regalia – annually updated insurance valuation
- Paintings – a collection of 56 paintings located throughout the Town Hall, valued by an annually updated insurance valuation and annual inventory check
- Mayoral Chain – annually updated insurance valuation
- Other Items – including a plaster cast of Nelson and D Day plaque at Stokes Bay are held at historic cost

There are no intangible heritage assets

In addition to the Council's heritage assets held in the Town Hall and included in this statement of accounts, a Gosport Museum collection is also held by the Hampshire County Council Museums Service (HCCMS). This collection is partially owned by Gosport Borough Council and partially by Hampshire County Council and although being located principally at the Gosport Museum some items are held separately in specialised storage conditions at Hampshire County Council premises outside of Gosport. No total valuation exists for this collection which is covered by the County Council's insurance arrangements.

### Heritage Assets – General

The carrying amounts of heritage assets are reviewed where there is evidence of impairment e.g. where an item has suffered physical deterioration or breakage or where doubts arise as to its authenticity. Any impairment is recognised and measured in accordance with the Council's general policies on impairment.

Acquisitions and donations are rare. Where they do occur, acquisitions are recognised at cost and donations are recognised at valuation ascertained in accordance with the Council's policy on valuation of heritage assets.

The proceeds of any disposals are accounted for in accordance with the Council's general provisions relating to the disposal of property, plant and equipment. Disposal proceeds are disclosed separately in the notes in the financial statements and are accounted for in accordance with statutory accounting requirements relating to capital expenditure and capital receipts.

Heritage assets are considered to have an indefinite life and no depreciation is therefore charged.

### **I) Intangible Assets**

Expenditure on non-monetary assets that do not have physical substance but are controlled by the Authority as a result of past events (eg software licences) is capitalised when it is expected that future economic benefits or service potential will flow from the intangible asset to the Authority.

Internally generated assets are capitalised where it is demonstrable that the project is technically feasible and is intended to be completed (with adequate resources being available) and the Authority will be able to generate future economic benefits or deliver service potential by being able to sell or use the asset. Expenditure is capitalised where it can be measured reliably as attributable to the asset and is restricted to that incurred during the development phase (research expenditure cannot be capitalised).

Expenditure on the development of websites is not capitalised if the website is solely or primarily intended to promote or advertise the Authority's goods or services.

Intangible assets are measured initially at cost. Amounts are only revalued where the fair value of the assets held by the Authority can be determined by reference to an active market. In practice, no intangible asset held by the Authority meets this criterion, and they are therefore carried at amortised cost. The depreciable amount of an intangible asset is amortised over its useful life to the relevant service lines in the Comprehensive Income and Expenditure Statement. Any gain or loss arising on the disposal or abandonment of an intangible asset is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement.

Where expenditure on intangible assets qualifies as capital expenditure for statutory purposes, amortisation, impairment losses and disposal gains and losses are not permitted to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

**m) Jointly Controlled Operations and Jointly Controlled Assets**

Jointly controlled operations are activities undertaken by the Authority in conjunction with other venturers that involve the use of the assets and resources of the venturers rather than the establishment of a separate entity. The Authority recognises on its Balance Sheet the assets that it controls and the liabilities that it incurs and debits and credits the Comprehensive Income and Expenditure Statement with the expenditure it incurs and the share of income it earns from the activity of the operation.

Jointly controlled assets are items of property, plant or equipment that are jointly controlled by the Authority and other venturers, with the assets being used to obtain benefits for the venturers. The joint venture does not involve the establishment of a separate entity. The Authority accounts for only its share of the jointly controlled assets, the liabilities and expenses that it incurs on its own behalf or jointly with others in respect of its interest in the joint venture and income that it earns from the venture

The Council has a 25% share in the Portchester Crematorium that is disclosed in note 29 to the accounting statement. The Council's share of the jointly controlled assets and liabilities are also disclosed in note 29 as they are not considered of sufficient materiality to warrant inclusion in the Council's Comprehensive Income and Expenditure Statement.

**n) Inventories and Long Term Contracts**

Inventories, where applicable, are included in the Balance Sheet at the lower of cost and net realisable value.

Long term contracts are accounted for on the basis of charging the Surplus or Deficit on the Provision of Services with the value of works and services received under the contract during the financial year.

**o) Investment Property**

Investment properties are those that are used solely to earn rentals and/or for capital appreciation. The definition is not met if the property is used in any way to facilitate the delivery of services or production of goods or is held for sale.

Investment properties are measured initially at cost and subsequently at fair value, based on the amount at which the asset could be exchanged between knowledgeable parties at arms-length. Properties are not depreciated but are revalued annually according to market conditions at the year-end. Gains and losses on revaluation are posted to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement. The same treatment is applied to gains and losses on disposal.

Rentals received in relation to investment properties are credited to the Financing and Investment Income line and result in a gain for the General Fund Balance. However, revaluation and disposal gains and losses are not permitted by statutory arrangements to have an impact on the General Fund Balance. The gains and losses are therefore reversed out of the General Fund Balance in the Movement in Reserves Statement and posted to the Capital Adjustment Account and (for any sale proceeds greater than £10,000) the Capital Receipts Reserve.

**p) Leases**

Leases are classified as finance leases where the terms of the lease transfer substantially all the risks and rewards incidental to ownership of the property, plant or equipment from the lessor to the lessee. All other leases are classified as operating leases.

Where a lease covers both land and buildings, the land and buildings elements are considered separately for classification.

Arrangements that do not have the legal status of a lease but convey a right to use an asset in return for payment are accounted for under this policy where fulfilment of the arrangement is dependent on the use of specific assets.

The Authority as Lessee

*Finance Leases*

Property, plant and equipment held under finance leases is recognised on the Balance Sheet at the commencement of the lease at its fair value measured at the lease's inception (or the present value of the minimum lease payments, if lower). The asset recognised is matched by a liability for the obligation to pay the lessor. Initial direct costs of the Authority are added to the carrying amount of the asset. Premiums paid on entry into a lease are applied to writing down the lease liability. Contingent rents are charged as expenses in the periods in which they are incurred.

Lease payments are apportioned between:

- a charge for the acquisition of the interest in the property, plant or equipment – applied to write down the lease liability, and
- a finance charge (debited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

Property, Plant and Equipment recognised under finance leases is accounted for using the policies applied generally to such assets, subject to depreciation being charged over the lease term if this is shorter than the asset's estimated useful life (where ownership of the asset does not transfer to the authority at the end of the lease period).

The Authority is not required to raise council tax to cover depreciation or revaluation and impairment losses arising on leased assets. Instead, a prudent annual contribution is made from revenue funds towards the deemed capital investment in accordance with statutory requirements. Depreciation and revaluation and impairment losses are therefore substituted by a revenue contribution in the General Fund Balance, by way of an adjusting transaction with the Capital Adjustment Account in the Movement in Reserves Statement for the difference between the two.

*Operating Leases*

Rentals paid under operating leases are charged to the Comprehensive Income and Expenditure Statement as an expense of the services benefitting from use of the leased property, plant or equipment. Charges are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg there is a rent-free period at the commencement of the lease).

The Authority as Lessor

*Finance Leases*

Where the Authority grants a finance lease over a property or an item of plant or equipment, the relevant asset is written out of the Balance Sheet as a disposal. At the commencement of the lease, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. A gain, representing the Authority's net investment in the lease, is credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal), matched by a lease (long-term debtor) asset in the Balance Sheet.

Lease rentals receivable are apportioned between:

- a charge for the acquisition of the interest in the property – applied to write down the lease debtor (together with any premiums received), and
- finance income (credited to the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement).

The gain credited to the Comprehensive Income and Expenditure Statement on disposal is not permitted by statute to increase the General Fund Balance and is required to be treated as a capital receipt. Where a premium has been received, this is posted out of the General Fund Balance to the Capital Receipts Reserve in the Movement in Reserves Statement. Where the amount due in relation to the lease asset is to be settled by the payment of rentals in future financial years, this is posted out of the General Fund Balance to the Deferred Capital Receipts Reserve in the Movement in Reserves Statement. [When the future rentals are received, the element for the capital receipt for the disposal of the asset is used to write down the lease debtor. At this point, the deferred capital receipts are transferred to the Capital Receipts Reserve.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are therefore appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

### *Operating Leases*

Where the Authority grants an operating lease over a property or an item of plant or equipment the asset is retained in the Balance Sheet. Rental income is credited to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Credits are made on a straight-line basis over the life of the lease, even if this does not match the pattern of payments (eg there is a premium paid at the commencement of the lease). Initial direct costs incurred in negotiating and arranging the lease are added to the carrying amount of the relevant asset and charged as an expense over the lease term on the same basis as rental income

### **q) Overheads and Support Services**

The costs of overheads and support services are charged to those that benefit from the supply or service in accordance with the costing principles of the CIPFA *Service Reporting Code of Practice 2012/13 (SerCOP)*. The total absorption costing principle is used – the full cost of overheads and support services are shared between users in proportion to the benefits received, with the exception of:

- Corporate and Democratic Core – costs relating to the Authority's status as a multifunctional, democratic organisation.
- Non Distributed Costs – the cost of discretionary benefits awarded to employees retiring early and impairment losses chargeable on Assets Held for Sale.

These two cost categories are defined in SerCOP and accounted for as separate headings in the Comprehensive Income and Expenditure Statement, as part of Net Expenditure on Continuing Services

**r) Property, Plant and Equipment**

Assets that have physical substance and are held for use in the production or supply of goods or services, for rental to others, or for administrative purposes and that are expected to be used during more than one financial year are classified as Property, Plant and Equipment.

Recognition

Expenditure on the acquisition, creation or enhancement of Property, Plant and Equipment is capitalised on an accruals basis, provided that it is probable that the future economic benefits or service potential associated with the item will flow to the Authority and the cost of the item can be measured reliably. Expenditure that maintains but does not add to an asset's potential to deliver future economic benefits or service potential (ie repairs and maintenance) is charged as an expense when it is incurred.

Measurement

Assets are initially measured at cost, comprising:

- the purchase price
- any costs attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management

The Authority does not capitalise borrowing costs incurred whilst assets are under construction.

A de-minimis level of £10,000 has been set below which the initial cost of assets is not capitalised

The cost of assets acquired other than by purchase is deemed to be its fair value, unless the acquisition does not have commercial substance. In the latter case, where an asset is acquired via an exchange, the cost of the acquisition is the carrying amount of the asset given up by the Authority.

Donated assets are measured initially at fair value. The difference between fair value and any consideration paid is credited to the Taxation and Non-Specific Grant Income line of the Comprehensive Income and Expenditure Statement, unless the donation has been made conditionally. Until conditions are satisfied, the gain is held in the Donated Assets Account. Where gains are credited to the Comprehensive Income and Expenditure Statement, they are reversed out of the General Fund Balance to the Capital Adjustment Account in the Movement in Reserves Statement.

Assets are then carried in the Balance Sheet using the following measurement bases:

- infrastructure, community assets and assets under construction – depreciated historical cost
- dwellings – fair value, determined using the basis of existing use value for social housing (EUV-SH)
- all other assets – fair value, determined as the amount that would be paid for the asset in its existing use (existing use value – EUV).

Where there is no market-based evidence of fair value because of the specialist nature of an asset, depreciated replacement cost (DRC) is used as an estimate of fair value.

Where non-property assets have short useful lives or low values (or both), depreciated historical cost basis is used as a proxy for fair value.



Assets included in the Balance Sheet at fair value are revalued sufficiently regularly to ensure that their carrying amount is not materially different from their fair value at the year-end, but as a minimum every five years. Increases in valuations are matched by credits to the Revaluation Reserve to recognise unrealised gains. Exceptionally, gains might be credited to the Comprehensive Income and Expenditure Statement where they arise from the reversal of a loss previously charged to a service.

Where decreases in value are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

The Revaluation Reserve contains revaluation gains recognised since 1 April 2007 only, the date of its formal implementation. Gains arising before that date have been consolidated into the Capital Adjustment Account.

#### Impairment

Assets are assessed at each year-end as to whether there is any indication that an asset may be impaired. Where indications exist and any possible differences are estimated to be material, the recoverable amount of the asset is estimated and, where this is less than the carrying amount of the asset, an impairment loss is recognised for the shortfall.

Where impairment losses are identified, they are accounted for by:

- where there is a balance of revaluation gains for the asset in the Revaluation Reserve, the carrying amount of the asset is written down against that balance (up to the amount of the accumulated gains)
- where there is no balance in the Revaluation Reserve or an insufficient balance, the carrying amount of the asset is written down against the relevant service line(s) in the Comprehensive Income and Expenditure Statement.

Where an impairment loss is reversed subsequently, the reversal is credited to the relevant service line(s) in the Comprehensive Income and Expenditure Statement, up to the amount of the original loss, adjusted for depreciation that would have been charged if the loss had not been recognised.

#### Depreciation

Depreciation is provided for on all Property, Plant and Equipment assets by the systematic allocation of their depreciable amounts over their useful lives. An exception is made for assets without a determinable finite useful life (ie freehold land) and assets that are not yet available for use (ie assets under construction).

Depreciation is not charged on Community Assets or Garages as it is the Council's view that most of their value is held in land and it is not therefore depreciable.

Depreciation is calculated using the straight-line method, based on the opening balance plus any material movement and assuming a nil residual value, on the following bases:

- Council Dwellings – based on the Major Repairs Allowance (MRA) used in the Government buyout determination for HRA self-financing
- Buildings - straight-line method over the useful life of the property as estimated by the Valuer
- Vehicles, Plant and Equipment - straight line method over 4 to 10 years depending on the asset

- Infrastructure – straight-line method over 1 to 100 years depending on the asset

Where an item of Property, Plant and Equipment asset has major components whose cost is significant in relation to the total cost of the item, the components are depreciated separately in line with the following policy:

Componentisation of an asset or group of assets will be considered where the carrying value of an asset is greater than £800,000, the component is at least 20% of the carrying value of the asset and there is a potentially significant impact on depreciation.

Revaluation gains are also depreciated, with an amount equal to the difference between current value depreciation charged on assets and the depreciation that would have been chargeable based on their historical cost being transferred each year from the Revaluation Reserve to the Capital Adjustment Account.

#### Disposals and Non-Current Assets Held for Sale

When it becomes probable that the carrying amount of an asset will be recovered principally through a sale transaction rather than through its continuing use, it is reclassified as an Asset Held for Sale. Assets Held for Sale must meet certain criteria including that they are likely to be sold in current condition within a year and are being actively marketed.

The asset is revalued immediately before reclassification and then carried at the lower of this amount and fair value less costs to sell. Where there is a subsequent decrease to fair value less costs to sell, the loss is posted to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement. Gains in fair value are recognised only up to the amount of any previous losses recognised in the Surplus or Deficit on Provision of Services. Depreciation is not charged on Assets Held for Sale.

If assets no longer meet the criteria to be classified as Assets Held for Sale, they are reclassified back to non-current assets and valued at the lower of their carrying amount before they were classified as held for sale; adjusted for depreciation, amortisation or revaluations that would have been recognised had they not been classified as Held for Sale, and their recoverable amount at the date of the decision not to sell.

Assets that are to be abandoned or scrapped are not reclassified as Assets Held for Sale.

When an asset is disposed of or decommissioned, the carrying amount of the asset in the Balance Sheet (whether Property, Plant and Equipment or Assets Held for Sale) is written off to the Other Operating Expenditure line in the Comprehensive Income and Expenditure Statement as part of the gain or loss on disposal. Receipts from disposals (if any) are credited to the same line in the Comprehensive Income and Expenditure Statement also as part of the gain or loss on disposal (ie netted off against the carrying value of the asset at the time of disposal). Any revaluation gains accumulated for the asset in the Revaluation Reserve are transferred to the Capital Adjustment Account.

Amounts received for a disposal in excess of £10,000 are categorised as capital receipts. A proportion of receipts relating to housing disposals is payable to the Government under the Government's Pooling arrangements. The balance of receipts is required to be credited to the Capital Receipts Reserve, and can then only be used for new capital investment or set aside to reduce the Authority's underlying need to borrow (the capital financing requirement). Receipts are appropriated to the Reserve from the General Fund Balance in the Movement in Reserves Statement.

The written-off value of disposals is not a charge against council tax, as the cost of fixed assets is fully provided for under separate arrangements for capital financing. Amounts are appropriated to the Capital Adjustment Account from the General Fund Balance in the Movement in Reserves Statement.

**s) Provisions, Contingent Liabilities and Contingent Assets**

Provisions

Provisions are made where an event has taken place that gives the Authority a legal or constructive obligation that probably requires settlement by a transfer of economic benefits or service potential, and a reliable estimate can be made of the amount of the obligation but where the timing of the transfer is uncertain. For instance, the Authority may be involved in a court case that could eventually result in the making of a settlement or the payment of compensation

Provisions are charged as an expense to the appropriate service line in the Comprehensive Income and Expenditure Statement in the year that the authority becomes aware of the obligation, and are measured at the best estimate at the balance sheet date of the expenditure required to settle the obligation, taking into account relevant risks and uncertainties.

When payments are eventually made, they are charged to the provision carried in the Balance Sheet. Estimated settlements are reviewed at the end of each financial year – where it becomes less than probable that a transfer of economic benefits will now be required (or a lower settlement than anticipated is made), the provision is reversed and credited back to the relevant service.

Where some or all of the payment required to settle a provision is expected to be recovered from another party (eg from an insurance claim), this is only recognised as income for the relevant service if it is virtually certain that reimbursement will be received if the authority settles the obligation.

The Council maintains a provision for bad debts and doubtful debts that may be irrecoverable.

Contingent Liabilities

A contingent liability arises where an event has taken place that gives the authority a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the authority. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet but disclosed in a note to the accounts.

Contingent Assets

A contingent asset arises where an event has taken place that gives the authority a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the authority.

Contingent assets are not recognised in the Balance Sheet but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential.

**t) Reserves**

The Authority sets aside specific amounts as reserves for future policy purposes or to cover contingencies. Reserves are created by appropriating amounts out of the General Fund Balance in the Movement in Reserves Statement. When expenditure to be financed from a reserve is incurred, it is charged to the appropriate service in that year to score against the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement. The reserve is then appropriated back into the General Fund Balance in the Movement in Reserves Statement so that there is no net charge against council tax for the expenditure.

Certain reserves are kept to manage the accounting processes for non-current assets, financial instruments, retirement and employee benefits and do not represent usable resources for the Authority – these reserves are explained in the relevant policies.

The Council's main reserves are described further in notes 22 and 23 to the accounting statements

**u) Revenue Expenditure funded from Capital under Statute**

Expenditure incurred during the year that may be capitalised under statutory provisions but that does not result in the creation of a non-current asset has been charged as expenditure to the relevant service in the Comprehensive Income and Expenditure Statement in the year. Where the Authority has determined to meet the cost of this expenditure from existing capital resources or by borrowing, a transfer in the Movement in Reserves Statement from the General Fund Balance to the Capital Adjustment Account then reverses out the amounts charged so that there is no impact on the level of council tax.

**v) Value Added Tax**

Income and expenditure excludes any amounts related to VAT as this is accounted for separately with VAT collected being paid to HM Revenue and Customs and VAT paid being recoverable from them.

## 2. New Accounting Standards – issued but not yet adopted

The Code requires the Council to disclose information relating to the impact of any accounting change that will be required by new standards that have been issued but not yet adopted by the Code for the relevant financial year.

Changes in accounting policies which will be required from 1 April 2013 which are not considered to have a significant impact on the Statement of Accounts are:

- **IAS 1 Presentation of Financial Statements–Other Comprehensive Income (June 2011 Amendments)**
- **IFRS 7 Financial Instruments Disclosures–Offsetting Financial Assets and Liabilities (December 2011 Amendments)**
- **IAS 12 Deferred Tax: Recovery of Underlying Assets (December 2010 Amendments)**

The accounting policy required from 1 April 2013 which is considered to have a significant impact on the Statement of Accounts is **IAS 19R Employee Benefits (June 2011 Amendments)**.

A revised IAS19 will come into force for accounting periods beginning on or after 1 January 2013 and will increase the expenses recognised for funded benefits from £2.34m to £3.16m. There is no effect on the balance sheet. The revised standard implements a change to the expected return on asset component of pension cost which means that the expected return on assets is calculated at the discount rate, instead of, as currently, at an expected rate of return based on actual plan assets held. This is likely to lead to higher charges to the Surplus or Deficit on the Provision of Services. There will also be additional disclosure requirements including the sensitivity figures mentioned above.

The Council's actuary has provided an indication of the revised figures for 2012/13 which will be used as the comparator for next years accounts. These are set out below.

Transactions relating to Post-employment Benefits	Current Disclosure Funded £m	Current Disclosure Unfunded £m	Revised Disclosure Funded £m	Revised Disclosure Unfunded £m
<b>Comprehensive Income and Expenditure Statement</b>				
<b>Cost of Services</b>				
Current service costs	1,340		1,410	
Past service costs	40		40	
<b>Financing and Investment Income and Expenditure</b>				
Expected return on scheme assets	(3,050)			
Interest income on plan assets			(2,260)	
Interest cost	4,010	130		
Interest on the defined benefit obligation			3,970	130
<b>Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of Services</b>	<b>2,340</b>	<b>130</b>	<b>3,160</b>	<b>130</b>
<b>Other Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</b>				
Actuarial losses	3,530		2,710	
<b>Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</b>	<b>5,870</b>	<b>130</b>	<b>5,870</b>	<b>130</b>

Transactions relating to Post-employment Benefits	Current Disclosure		Revised Disclosure	
	Funded £m	Unfunded £m	Funded £m	Unfunded £m
<b><u>Movement in Reserves Statement</u></b>				
Reversal of net charges made to the Surplus or deficit for the Provision of Services for post employment benefits in accordance with the code	(2,340)	(130)	(3,160)	(130)
<b><u>Actual amount charged against the General Fund Balance for pensions in the year</u></b>				
Employers' contributions payable to scheme	1,390		1,390	
Retirement benefits payable to pensioners		200		200

### 3. Critical Judgements in applying Accounting Policies

In applying the accounting policies set out in Note 1, the Authority has had to make certain judgements about complex transactions or those involving uncertainty about future events. The critical judgements made in the Statement of Accounts are:

- **Future funding for local government** - there is a high degree of uncertainty about future levels of funding for local government. However, the Authority has determined that this uncertainty is not yet sufficient to provide an indication that the assets of the Authority might be impaired as a result of a need to close facilities and reduce levels of service provision.
- **Asset classifications** – the council has made judgements on whether assets are classified as Investment Property or Property, Plant and Equipment. These are based on the main reason that the council is holding the asset with the classification determining the valuation method to be used.
- **Lease classifications** – the council has made judgements on whether its lease arrangements are operating leases or finance leases. There is an element of subjectivity in these assessments and de-minimus levels have been applied. The accounting treatment for operating and finance leases is different (see accounting policy on Leases) and may have a significant effect on the accounts.
- **Contractual arrangements** - the Council has made judgements on whether its contractual arrangements contain embedded leases (i.e. arrangements that are not legally leases but take the form of payments in return for the use of specific assets).
- **Jointly Controlled Operation** – As a member of the Portchester Crematorium Joint Committee (PCJC) with a 25% share in the crematorium operation, the Council has made a judgement on the grounds of materiality to disclose its share of the assets and liabilities as part of the Related Parties disclosure note (note 29) rather than incorporate them into the Comprehensive Income and Expenditure Statement
- **Potential Liabilities** - the Council has made judgements about the likelihood of potential liabilities and whether any provisions should be made. The judgements are based on the degree of certainty and an assessment of the likely impact. Note 20 refers.
- **Doubtful debts allowances** - the council has made judgements on a prudent level of allowances for doubtful debts. These are based on historical experience of debtor defaults and the current economic climate.

#### 4 Uncertainties relating to Assumptions and Estimates used

The Statement of Accounts contains estimated figures that are based on assumptions made by the Authority about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because balances cannot be determined with certainty, actual results could be different from the assumptions and estimates.

The items in the Authority's Balance Sheet at 31 March 2013 for which material assumptions and estimates have been made are:

Item	Uncertainties	Effect if Actual Results Differ from Assumptions
Property, Plant and Equipment	Assets are depreciated over useful lives that are dependent on assumptions about the service delivery and level of repairs and maintenance that will be incurred in relation to individual assets. The current economic climate makes it uncertain that the Authority will be able to sustain its current spending on repairs and maintenance, bringing into doubt the useful lives assigned to assets.	If the useful life of assets is reduced, depreciation increases and the carrying amount of the assets falls.
Pensions Liability	Estimation of the net liability to pay pensions depends on a number of complex judgements relating to the discount rate used, the rate at which salaries are projected to increase, changes in retirement ages, mortality rates and expected returns on pension fund assets. A firm of consulting actuaries is engaged to provide the Authority with expert advice about the assumptions to be applied.	The effects on the net pensions liability for funded LGPS benefits of changes in individual assumptions can be measured. For instance, a 0.5% increase in the discount rate assumption would result in a decrease in the pension liability of £7.53 million.  However, the assumptions interact in complex ways. During 2012/13, the Authority's actuaries advised that the net pensions liability for funded LGPS benefits had decreased by £0.12 million as a result of estimates being corrected as a result of experience and increased by £7.60 million attributable to updating of the

		assumptions.
Doubtful Debt Allowances	The council has made allowances for doubtful debts of £1.902 million in 2012/13 (£1.759 million in 2011/12) based on what it believes to be a prudent but realistic level.	If debt collection rates were to deteriorate or improve, a 5% change in the General Fund allowances would require an adjustment to the allowance of £89,000 (£82,000 in 2011/12).

## 5 Exceptional Items

The following two exceptional items were separately disclosed on the face of the Comprehensive Income and Expenditure Statement on page 16 for 2011/12 by virtue of their nature and size.

### 2011/12

#### Housing Services – Settlement Payment to the Government for HRA Self Financing - £57.029 million

The Council borrowed £57.000 million from the Public Works Loans Board (PWLb) on 28 March 2012 and paid £57.029 million to the government on the same day in order to secure self financing of the Council's housing stock under the HRA reform initiative included in the Localism Act 2011. The cost of this is required to be separately disclosed on the face of the Comprehensive Income and Expenditure Statement and the HRA Income and Expenditure Statement.

#### Non Distributed Costs

In 2010/11 the Past Service Pension Credit arising from the change in the inflation index used in calculating statutory pension increases was £9.458 million. The 2011/12 Past Service Pension Credit for comparison is £197,000.

### 2012/13

There are no exceptional items for 2012/13

## 6. Material Items of Income and Expense

During 2012/13 the new Gosport Leisure Centre was completed and opened to the public in December 2012.

The new Leisure Centre was valued at £10.1 million and the difference between this valuation and the sum of the value of the old centre and new centre construction costs was £4.6 million – which was initially charged to Other Operating Expenditure in the Comprehensive Income and Expenditure Statement and then to the Capital Adjustment Account. There is no effect on the Council's finances from this valuation adjustment.

A capital receipt of £1 million was obtained through the sale of part of the old site and this sum was used towards financing the 2012/13 capital programme.

Both of these sums are reflected in note 7 to the statement.



## 7. Other Operating Expenditure

2011/12 £'000	2012/13 £'000
153 Payments to the Government Housing Capital Receipts Pool	199
(708) (Gain) or Loss on the disposal of non-current assets	3,698
<b>(555)</b>	<b>3,897</b>

## 8. Financing and Investment Income and Expenditure

2011/12 £'000	2012/13 £'000
633 Interest payable & similar charges	2,255
990 Pensions interest cost and expected return on pensions assets	1,090
(363) Interest receivable & similar income	(333)
1,054 Net income in relation to investment properties and changes in their fair value	2,527
<b>2,314</b>	<b>5,539</b>

## 9. Taxation and Non Specific Grant Income

2011/12 £'000	2012/13 £'000
(5,620) Council Tax Income	(5,617)
(3,935) Non Domestic Rates	(4,792)
(1,356) Non-Ringfenced Government Grants	(1,390)
(202) Capital Grants and Contributions	(231)
<b>(11,113)</b>	<b>(12,030)</b>

## 10. Adjustments between Accounting Basis and Funding Basis under Regulations

This note details the adjustments that are made to the total comprehensive income and expenditure recognised by the Authority in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Authority to meet future capital and revenue expenditure.

The Council's reserves against which the adjustments are made are described in notes 22 and 23.

2012/13	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Charges for depreciation and impairment of non-current assets	(943)	(3,594)			(4,537)	4,537
Revaluation losses on Property Plant and Equipment	(108)				(108)	108
Movements in the fair value of Investment Properties	(2,846)	17			(2,829)	2,829
Amortisation of intangible assets	(82)				(82)	82
Capital grants and contributions applied	1,076				1,076	(1,076)
Revenue expenditure funded from capital under statute	(968)				(968)	968
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(4,691)	(576)			(5,267)	5,267

2012/13	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Movement in Unusable Reserves £000
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	420				420	(420)
Capital expenditure charged against the General Fund and HRA balances		949			949	(949)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	1,000	582	(1,582)		0	0
Use of the Capital Receipts Reserve to finance new capital expenditure and reduce CFR			1,263		1,263	(1,263)
Contribution from the Capital Receipts Reserve towards administrative costs of non current asset disposals		(13)	13		0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool.		(199)	199		0	0
Transfer from Deferred Capital receipts Reserve upon receipt of cash			(179)		(179)	179
<b>Adjustment involving the Major Repairs Reserve</b>						
Reversal of Major Repairs Allowance credited to the HRA		2,362		(2,362)	0	0
Use of the Major Repairs Reserve to finance new capital expenditure				2,362	2,362	(2,362)
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 34)	(1,980)	(490)			(2,470)	2,470
Employer's pensions contributions and direct payments to pensioners payable in the year	1,361	229			1,590	(1,590)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	(37)				(37)	37
<b>Adjustment primarily involving the Accumulated Absences Account</b>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(10)	(3)			(13)	13
<b>Total Adjustments</b>	<b>(7,808)</b>	<b>(736)</b>	<b>(286)</b>	<b>0</b>	<b>(8,830)</b>	<b>8,830</b>

2011/12	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Capital Adjustment Account:</b>						
<b>Reversal of items debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Charges for depreciation and impairment of non-current assets	(2,481)	(3,144)			(5,625)	5,625
Movements in the fair value of Investment Properties	(1,239)				(1,239)	1,239
Amortisation of intangible assets	(92)				(92)	92
Capital grants and contributions applied	1,147				1,147	(1,147)
Settlement Payment to the Government for HRA Self Financing		(57,029)			(57,029)	57,029
Revenue expenditure funded from capital under statute	(988)				(988)	988
Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	(4,625)	(218)			(4,843)	4,843
<b>Insertion of items not debited or credited to the Comprehensive Income and Expenditure Statement:</b>						
Statutory provision for the financing of capital investment	388				388	(388)
Capital expenditure charged against the General Fund and HRA balances		29			29	(29)
<b>Adjustments primarily involving the Capital Receipts Reserve:</b>						
Transfer of sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	237	229	(466)		0	0
Use of the Capital Receipts Reserve to finance new capital expenditure			288		288	(288)
Contribution from the Capital Receipts Reserve towards administrative costs of non current asset disposals		(25)	25		0	0
Contribution from the Capital Receipts Reserve to finance the payments to the Government capital receipts pool.		(153)	153		0	0
<b>Adjustments primarily involving the Deferred Capital Receipts Reserve (England and Wales):</b>						0
Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	5,109				5,109	(5,109)
<b>Adjustment involving the Major Repairs Reserve</b>						
Reversal of Major Repairs Allowance credited to the HRA		2,324		(2,324)	0	0
Use of the Major Repairs Reserve to finance new capital expenditure				2,324	2,324	(2,324)

2011/12	General Fund Balance £000	Housing Revenue Account £000	Capital Receipts Reserve £000	Major Repairs Reserve £000	Total Usable Reserves £000	Movement in Unusable Reserves £000
<b>Adjustments primarily involving the Pensions Reserve:</b>						
Reversal of items relating to retirement benefits debited or credited to the Comprehensive Income and Expenditure Statement (see Note 34)	(1,958)	(362)			(2,320)	2,320
Employer's pensions contributions and direct payments to pensioners payable in the year	1,480	250			1,730	(1,730)
<b>Adjustments primarily involving the Collection Fund Adjustment Account:</b>						
Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	63				63	(63)
<b>Adjustment primarily involving the Accumulated Absences Account</b>						
Amount by which officer remuneration charged to the Comprehensive Income and Expenditure Statement on an accruals basis is different from remuneration chargeable in the year in accordance with statutory requirements	(1)	(38)			(39)	39
<b>Total Adjustments</b>	<b>(2,960)</b>	<b>(58,137)</b>	<b>0</b>	<b>0</b>	<b>(61,097)</b>	<b>61,097</b>

The 2011/12 presentation of the HRA depreciation transfers to and from the Major Repairs Reserve have been expanded for clarity and consistency with the 2012/13 presentation. There is no change to the figures.

## 11. Property, Plant and Equipment and Impairments

### Depreciation

The table below summarises the methods of depreciation used for the Council's assets. In line with the CIPFA Code of Practice, land and investment properties are not depreciated.

Asset	Depreciation Method
Council Dwellings	based on the Major Repairs Allowance (MRA) used in the Government buyout determination for HRA self-financing
Other Land & Buildings (Operational Property and Garages)	straight line method with asset lives being individually assessed Garages are not depreciated as it is the Council's view that most of the value is in the land
Infrastructure	straight line method over 1 to 100 years
Community Assets	no charge – it is the Council's view that most of the value of Community Assets is held in land and is not therefore depreciable

<b>Movement in Plant, Property and Equipment for 2012/13</b>	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Vehicles, Plant &amp; Equipment</b>	<b>Infrastructure</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Total Plant, Property &amp; Equipment</b>
<b>Cost or Valuation</b>								
At 1 April 2012	172,030	21,652	3,871	13,313	3,901	80	2,899	217,746
Additions	3,513	75	196		84		6,153	10,021
Revaluation increases/(decreases) to RR	(62,368)	(850)						(63,218)
Revaluation increases/(decreases) to SDPS	(1,232)	(108)						(1,340)
De-recognition - Disposals	(938)							(938)
De-recognition - Other		(5,878)	(315)	(177)				(6,370)
Assets reclassified	824	8,022					(8,846)	0
Other movements in cost or valuation								0
<b>At 31 March 2013</b>	<b>111,829</b>	<b>22,913</b>	<b>3,752</b>	<b>13,136</b>	<b>3,985</b>	<b>80</b>	<b>206</b>	<b>155,901</b>
<b>Accumulated Depreciation &amp; Impairment</b>								
At 1 April 2012	(66,416)	(2,583)	(2,979)	(4,023)	0	(12)	0	(76,013)
Depreciation Charge	(2,362)	(369)	(226)	(347)				(3,304)
Depreciation & Impairment written out to RR	66,053	596						66,649
Impairment losses/(reversals) to RR	0							0
Impairment losses/(reversals) to SDPS	0							0
De-recognition - Disposals	362							362
De-recognition - Other		1,189	312	177				1,678
Other movements in Depreciation or Impairment								0
<b>At 31 March 2013</b>	<b>(2,363)</b>	<b>(1,167)</b>	<b>(2,893)</b>	<b>(4,193)</b>	<b>0</b>	<b>(12)</b>	<b>0</b>	<b>(10,628)</b>
<b>Net Book Value</b>								
<b>At 31 March 2013</b>	<b>109,466</b>	<b>21,746</b>	<b>859</b>	<b>8,943</b>	<b>3,985</b>	<b>68</b>	<b>206</b>	<b>145,273</b>

RR= Revaluation Reserve

SDPS= Surplus or Deficit on the Provision of Services

<b>Movement in Plant, Property and Equipment for 2011/12</b>	<b>Council Dwellings</b>	<b>Land &amp; Buildings</b>	<b>Vehicles, Plant &amp; Equipment</b>	<b>Infrastructure</b>	<b>Community Assets</b>	<b>Surplus Assets</b>	<b>Assets Under Construction</b>	<b>Total Plant, Property &amp; Equipment</b>
<b>Cost or Valuation</b>								
At 1 April 2011	169,510	21,455	4,928	13,934	3,396	0	3,641	216,864
Additions	2,871	2,773	104	36	199		2,430	8,413
Revaluation increases/(decreases) to RR		212						212
Revaluation increases/(decreases) to SDPS		(1,247)						(1,247)
De-recognition - Disposals	(351)	(4,737)	(33)					(5,121)
De-recognition - Other		(247)	(1,128)					(1,375)
Assets reclassified		3,443		(657)	306	80	(3,172)	0
Other movements in cost or valuation								0
<b>At 31 March 2012</b>	<b>172,030</b>	<b>21,652</b>	<b>3,871</b>	<b>13,313</b>	<b>3,901</b>	<b>80</b>	<b>2,899</b>	<b>217,746</b>
<b>Accumulated Depreciation &amp; Impairment</b>								
At 1 April 2011	(63,886)	(2,885)	(3,887)	(4,022)	0	0	0	(74,680)
Depreciation Charge	(2,324)	(1,000)	(233)	(1)				(3,558)
Depreciation written out to RR	63,752	882						64,634
Impairment losses/(reversals) to RR	(63,271)	29						(63,242)
Impairment losses/(reversals) to SDPS	(820)							(820)
De-recognition - Disposals	133	379	13					525
De-recognition - Other			1,128					1,128
Other movements in Depreciation or Impairment		12				(12)		0
<b>At 31 March 2012</b>	<b>(66,416)</b>	<b>(2,583)</b>	<b>(2,979)</b>	<b>(4,023)</b>	<b>0</b>	<b>(12)</b>	<b>0</b>	<b>(76,013)</b>
<b>Net Book Value</b>								
<b>At 31 March 2012</b>	<b>105,614</b>	<b>19,069</b>	<b>892</b>	<b>9,290</b>	<b>3,901</b>	<b>68</b>	<b>2,899</b>	<b>141,733</b>

RR = Revaluation Reserve

SDPS = Surplus or Deficit on the Provision of Services

### Capital Commitments

Significant commitments for future expenditure at 31 March include:

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
376 Agnew House Family Centre	-
60 Accommodation & IT	237
6,507 Gosport Leisure Park	-
- Stokes Bay - Wet & Dry Play Area	168
- Gosport Leisure Park (Ice Rink)	100
<b>6,943</b>	<b>505</b>

### Revaluations

The table below shows the progress of the Council's programme of fixed asset valuations in line with the valuation methods set out in the Statement of Accounting Policies. Valuations are carried out for both Council Dwellings and General Fund properties by Savills (UK) Ltd and Capita Symonds Ltd respectively. The valuations are gross balance sheet value before depreciation.

	<b>Historical</b>	<b>Fair Value - revalue when indicated</b>					<b>Total</b>
	<b>£'000</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Property, Plant & Equipment							
Council Dwellings		111,829					111,829
Operational Property		11,087	7,282	1,881	66	1,602	21,918
Garages		995					995
Equipment	3,752						3,752
Infrastructure	13,136						13,136
Community Assets	3,985						3,985
Surplus Assets	80						80
Assets under Construction	206						206
	<b>21,159</b>	<b>123,911</b>	<b>7,282</b>	<b>1,881</b>	<b>66</b>	<b>1,602</b>	<b>155,901</b>

### Impairments

There were no general impairments identified in 2012/13.

Any revaluation gains or losses for those assets that were reported on by the Council's valuers for 2012/13 have been reflected in the Revaluation Reserve or the Capital Adjustment Account (the latter through the Comprehensive Income and Expenditure Statement) as appropriate.

### Assets Held For Sale

The Council does not have any assets that meet the Code definition of Assets Held for Sale.



## 12. Heritage Assets

Movement of the carrying value of Heritage Assets held by the Authority

	<b>Civic Regalia</b>	<b>Mayoral Chain</b>	<b>Paintings</b>	<b>Other</b>	<b>Total</b>
	£'000	£'000	£'000	£'000	£'000
<b>Cost or Valuation</b>					
<b>31-Mar-12</b>	<b>49</b>	<b>53</b>	<b>97</b>	<b>10</b>	<b>209</b>
<b>31-Mar-13</b>	<b>49</b>	<b>53</b>	<b>97</b>	<b>10</b>	<b>209</b>

There were no additions, disposals or revaluations in 2011/12 or 2012/13.

The Council's Heritage Assets were separately identified and valued for the first time on the 2011/12 balance sheet in accordance with the IFRS based CIPFA Code of Practice.

The Council's accounting policies for Heritage Assets are included in note 1 on page 25.

The Authority's Heritage Assets are held by the Council in the Town Hall.

The Authority's collections of heritage assets held at the Town Hall have been accounted for and valued as follows:

- Civic Regalia – annually updated insurance valuation
- Mayoral Chain – annually updated insurance valuation
- Paintings – a collection of 56 paintings located throughout the Town Hall, valued by an annually updated insurance valuation and annual inventory check
- Other Items – include a plaster cast of Nelson and D Day plaque at Stokes Bay are held at historic cost

It is anticipated that Hampshire County Council will assist in undertaking a full inventory of silverware in 2013/14 which may require an increase in insurance cover.

The Authority's Heritage Assets are considered to have an indefinite life and no depreciation is therefore charged.

In addition to the Council's heritage assets held in the Town Hall and included in this statement of accounts, a Gosport Museum collection is also held by the Hampshire County Council Arts and Museums Service (HCC A MS). This collection is partially owned by Gosport Borough Council and partially by Hampshire County Council and although being located principally in the stores and on display at the Gosport Discovery Centre some items are held separately in specialised storage conditions at Hampshire County Council premises outside of Gosport. No total valuation exists for this collection which is covered by the County Council's insurance arrangements.

## 13. Investment Property

The following items of income and expense have been accounted for in the Financing and Investment Income and Expenditure line in the Comprehensive Income and Expenditure Statement.

2011/12 £'000	2012/13 £'000
316 Direct operating expenses arising from investment property	282
(501) Rental income from investment property	(584)
<b>(185) Net gain</b>	<b>(302)</b>

The following table summarises the movement in the fair value of investment properties over the year. The valuation of investment property held on the balance sheet has been undertaken by Capita Symonds Ltd.

2011/12 £'000	2012/13 £'000
11,237 Balance at the start of the year	10,022
24 Subsequent expenditure	23
- Disposals	-
(1,239) Net gains or (losses) from fair value adjustments	(2,829)
<b>10,022 Balance at the end of the year</b>	<b>7,216</b>

#### 14. Intangible Assets

The Authority accounts for its software as intangible assets, to the extent that the software is not an integral part of a particular IT system and accounted for as part of the hardware item of Property, Plant and Equipment. Intangible assets primarily comprise purchased licenses and software.

The carrying amount of intangible assets is based on historic cost and is amortised on a straight-line basis on estimated lives of up to 10 years. The amortisation of £82,360 charged to revenue in 2012/13 (£92,750 in 2011/12) was charged to the IT Administration cost centre and then absorbed as an overhead across all the service headings in the Net Expenditure of Services. It is not possible to quantify exactly how much of the amortisation is attributable to each service heading.

The movement on Intangible Asset balances during the year is as follows:

2011/12 £'000	2012/13 £'000
Balance at the start of the year	
1,255 Gross carrying amount	1,374
(769) Accumulated amortisation	(834)
<b>486 Net carrying amount at the start of the year</b>	<b>540</b>
146 Purchases	111
(27) Derecognition - Gross carrying amount	(9)
27 Derecognition - Amortisation	9
(92) Amortisation for the year	(82)
<b>540 Net carrying amount at the end of the year</b>	<b>569</b>
Comprising	
1,374 Gross carrying amount	1,476
(834) Accumulated amortisation	(907)

## 15. Financial Instruments

### Categories of Financial Instruments

The following categories of financial instruments are carried in the Balance Sheet.

<b>Financial Liabilities</b>				
<b>31-Mar-12</b>			<b>31-Mar-13</b>	
<b>Long Term</b>	<b>Current</b>		<b>Long Term</b>	<b>Current</b>
<b>£'000</b>	<b>£'000</b>		<b>£'000</b>	<b>£'000</b>
(70,391)	(2,209)	PWLB Debt	(72,175)	(2,215)
-	(156)	Accrued Interest		(156)
(89)	(42)	PWLB Restructuring Discount	(53)	(35)
-	(2,160)	Other Borrowing		(9,000)
-	-	Accrued Interest		(5)
(70,480)	(4,567)	Total Borrowings	(72,228)	(11,411)
-	(2,546)	Trade Payables		(2,213)
(70,480)	(7,113)	Total Financial Liabilities	(72,228)	(13,624)
<b>Financial Assets</b>				
-	-	Investments	-	-
31	-	Mortgages (Sale of Council Houses)	24	-
83	122	Staff Car Loans	64	58
575	-	Deferred Capital Receipt	575	-
4,912	26	Finance Lease (asset)	4,885	27
-	754	Trade Receivables		1,532
-	506	Cash and Cash Equivalents	-	3,655
5,601	1,408	Total Financial Assets	5,548	5,272

### Income, Expense, Gains and Losses

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£'000</b>		<b>£'000</b>
	Financial Liabilities:	
633	Interest from financial liabilities measured at amortised cost	2,255
	Financial Assets:	
(141)	Interest from loans and receivables	(57)
(179)	Interest receivable from Finance Lease	(234)
(43)	Discount received from debt restructuring	(42)
270	Included in the Surplus or Deficit on the Provision of Services	1,922

### Fair Values of Liabilities and Assets

Financial liabilities and financial assets represented by loans and receivables are carried on the balance sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that take place over the remaining life of the instruments, using the following assumptions:

- For loans from the PWLB and other loans payable, premature repayment rates from the PWLB have been applied to provide the fair value under PWLB debt redemption procedures;
- For loans receivable prevailing benchmark market rates have been used to provide the fair value;
- No early repayment or impairment is recognised;
- Where an instrument has a maturity of less than 12 months or is a trade or other receivable the fair value is taken to be the carrying amount of the billed amount;
- The fair value of trade and other receivables is taken to be the invoiced or billed amount

Financial liabilities are initially measured at fair value and carried at their amortised cost. Annual charges to the Income and Expenditure Account for interest payable are based on the carrying amount of the liability, multiplied by the effective rate of interest for the instrument. For the borrowings that the Council has, this means that the amount presented in the Balance Sheet is the outstanding principal repayable and interest charged to the Comprehensive Income and Expenditure Statement is the amount payable for the year in the loan agreement.

<b>Financial Liabilities</b>				
<b>31-Mar-12</b>			<b>31-Mar-13</b>	
<b>Carrying Amount</b>	<b>Fair Value</b>		<b>Carrying Amount</b>	<b>Fair Value</b>
<b>£'000</b>	<b>£'000</b>		<b>£'000</b>	<b>£'000</b>
(75,047)	(80,317)	Total Borrowings	(83,639)	(91,491)
(2,546)	(2,546)	Trade Payables	(2,213)	(2,213)
<b>(77,593)</b>	<b>(82,863)</b>	<b>Total Financial Liabilities</b>	<b>(85,852)</b>	<b>(93,704)</b>
<b>Financial Assets</b>				
7,009	7,009	Loans and receivables	10,820	10,820
<b>7,009</b>	<b>7,009</b>	<b>Total Financial Assets</b>	<b>10,820</b>	<b>10,820</b>

The fair value is greater than the carrying amount because the Council's portfolio of loans includes a number of fixed rate loans where the interest rate payable is lower than the rates available for similar loans in the market at the balance sheet date. This commitment to pay interest below current market rates decreases the amount that the authority would have to pay if the lender requested or agreed to early repayment of the loans.

## **16. Nature and Extent of Risks Arising from Financial Instruments**

The authority's activities expose it to a variety of financial risks. The key risks are:

- Credit Risk – the possibility that other parties might fail to pay amounts due to the authority
- Liquidity Risk – the possibility that the authority might not have funds available to meet its commitments to make payments

- Re-financing risk – the possibility that the Council might be required to renew a financial instrument on maturity at disadvantageous interest rates or terms
- Market Risk – the possibility that financial loss might arise for the authority as a result of changes in such measures as interest rates and stock market movements.

The Council's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise the associated risks.

The procedures for risk management are set out through a legal framework that is included in the Local Government Act 2003 and associated regulations. Compliance with the CIPFA Prudential Code, the CIPFA Treasury Management Code of Practice and Treasury Management Strategy is compulsory.

Before the start of the forthcoming financial year and in conjunction with the annual budget approval process, the Council must formally adopt the Treasury Management Code of Practice, Treasury Management Strategy and Prudential Indicators.

The Treasury Management Strategy provides written principles for overall risk management as well as written policies covering specific areas such as borrowing, debt and investment strategy. The Strategy is approved annually by the Council, the 2012/13 strategy being approved 1 February and the 2013/14 Strategy being approved on 20 February 2013.

- The Authorised Limit for 2012/13 was set at £89.0m. This is the maximum limit of external borrowings or other long term liabilities.
- The Operational Boundary for 2012/13 was £87.5m. This is the expected level of debt and other long term liabilities during the year.

### **Credit Risk**

Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority's customers. Deposits were not made with banks and financial institutions unless they conformed to the Council's investment criteria. Credit risk arises from deposits with banks and financial institutions, as well as credit exposures to the authority's customers. This risk is minimised through the Annual Investment Strategy, which requires that deposits are not made with financial institutions unless they meet identified minimum credit criteria, as laid down in the Council's Annual Investment Strategy which imposes a maximum sum to be invested with a financial institution located within each category. The credit criteria in respect of financial assets held by the authority are detailed below

- The key objectives of the Council's investment strategy are security, liquidity and yield in that order.
- The Council has determined that it will only use approved counterparties from the UK.
- In order to limit interest rate exposure all investments other than short term surplus funds are to be fixed rate transactions. No Investments are to exceed 3 years although most will not exceed 364 days.
- For 2012/13 the Council approved the following institutions that new investments could be placed with:
  - o The top three building societies (currently Nationwide, Coventry and Yorkshire)
  - o The Council's bank – NatWest (part of the RBS Group)
  - o The major British banks and their wholly owned subsidiaries (Royal Bank of Scotland, HSBC, Lloyds/HBOS, Barclays and Co-op)
- For 2013/14, investments will be placed with bodies that meet the Council's creditworthiness criteria which will be assessed by utilising the creditworthiness service provided by Sector. This service employs a sophisticated modelling approach utilising credit ratings from the three main credit rating agencies – Fitch, Moody's and Standard and Poor's. The credit ratings of counterparties are supplemented with the following overlays:

- o Credit watches and credit outlooks from credit rating agencies
- o CDS (Credit Default Swaps) spreads to give early warning of likely changes in credit ratings

This modelling approach combines credit ratings, credit watches and credit outlooks in a weighted scoring system which is then combined with an overlay of CDS spreads for which the end product is a series of colour coded bands which indicate the relative creditworthiness of counterparties. These colour codes are used by the Council to determine the suggested duration for investments.

- The Council will invest in UK Regulated Qualifying Money Market Funds.
- A £3m limit applies with any single group other than the Council's Bank or UK Regulated Qualifying Money Market Funds

The Council's debtors include Council Tax, Business Rates and Housing Benefits. These are all statutory debts for which the Council is the responsible body and cannot influence who the counterparties are. Statutory debts are not classed as financial instruments.

The following analysis summarises the council's potential maximum exposure to credit risk based on experience of default and collectability.

	<b>Note</b>	<b>Amount at 31 March 2013  £'000</b>	<b>Historical experience of default  %</b>	<b>Adjustment for market conditions at 31 March 2013  %</b>	<b>Estimated maximum exposure to default  £</b>
Cash and cash equivalents	a	4,660	-	-	-
General debtors	b	1,165	22%	22%	260
Housing rents	b	847	56%	56%	476
Other	b	256	0%	0%	0
In addition to the above Financial Instruments the Council is exposed to risk arising from non payment of statutory Housing Benefit Debt. The risks are shown below					
Overpaid Housing Benefits		1,552	75%	75%	1,166
(a) The council does not expect any default in relation to these elements					
(b) The council does not generally allow credit for customers and the estimated risks are covered by doubtful debt allowances which derive from aged debt analysis and historical experience.					

The Council has no history of default with any of its counterparties in relation to deposits made or received. No breaches of the Council's counterparty criteria occurred during the reporting period and the Council does not expect any losses from non-performance by any of its counterparties in relation to deposits and bonds

### Liquidity Risk

The Council manages its liquidity position through the risk management procedures above (the setting and approval of prudential indicators and the approval of the treasury and investment strategy reports), as well as through a comprehensive cash flow management system, as required by the CIPFA Code of Practice. This seeks to ensure that cash is available when needed.

As the authority has ready access to borrowings from the money market to cover any day to day cash flow need, and the Public Works Loans Board and money markets for access to longer term funds there is no significant risk that it will be unable to raise finance to meet its commitments under financial instruments. All trade and other payables are due to be paid in less than one year.

### Re-financing risk

The Council maintains a significant debt portfolio. Whilst the cash flow procedures above are considered against the refinancing risk procedures, longer-term risk to the Council relates to managing the exposure to replacing financial liabilities as they mature. Instead, the risk is that the authority will be bound to replenish a significant proportion of its borrowings at a time of unfavourable interest rates. Existing long term debt is repayable between 1 and 15 years ahead and over 45 years ahead. The approved treasury indicator limits for the maturity structure of debt and the limits placed on investments placed for greater than one year in duration are the key parameters used to address this risk.

The maturity analysis of financial liabilities is as follows, with the maximum and minimum limits for fixed interest rates maturing in each period, as approved by Council in the Treasury Management Strategy,

<b><u>Maturity Structure of Fixed Borrowings (excluding accrued interest &amp; restructuring discount)</u></b>					
<b>31-Mar-12</b>		<b>2012/13 Approved Limits</b>		<b>31-Mar-13</b>	
<b>Amount</b>	<b>Maturing within:-</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Amount</b>	
<b>£'000</b>		<b>%</b>	<b>%</b>	<b>£'000</b>	<b>%</b>
4,370	Up to 1 year	0	80	11,000	13.2%
2,215	Over 1 but not over 2 years	0	80	2,000	2.4%
6,684	Over 2 but not over 5 years	0	80	10,000	12.0%
12,491	Over 5 but not over 10 years	0	40	14,390	17.3%
15,000	Over 10 but not over 15 years	0	80	15,000	18.0%
-	Over 15 but not over 20 years	0	80	0	-
-	Over 20 but not over 25 years	0	80	0	-
-	Over 25 but not over 30 years	0	80	0	-
-	Over 30 but not over 35 years	0	80	0	-
-	Over 35 but not over 40 years	0	80	0	-
-	Over 40 but not over 45 years	0	80	0	-
34,000	Over 45 years	0	80	31,000	37.1%
<b>74,760</b>				<b>83,390</b>	<b>100.0%</b>

## Market Risk

### Interest Rate Risk:

Movement in interest rates can have a complex impact on an authority, depending on the complexity and policies of treasury management activity employed. For instance, a rise in interest rates would have the following effects

- Borrowings at variable rates – the interest expense charged to the Comprehensive Income and Expenditure Statement will rise
- Borrowings at fixed rates – the fair value of the borrowing will fall (no impact on revenue balances)
- Investments at variable rates – the interest income credited to the Comprehensive Income and Expenditure Statement will rise
- Investments at fixed rates – the fair value of the assets will fall (no impact on revenue balances)

Borrowings are not carried at fair value so nominal gains and losses on fixed rate borrowings would not impact on the Surplus or Deficit on the Provision of Services or Other Comprehensive Income and Expenditure. However, changes in interest payable and receivable on variable rate borrowings and investments would be posted to the Surplus or Deficit on the Provision of Services and affect the General Fund balance. Movements in the fair value of fixed rate investments that have a quoted market price will be reflected in the Other Comprehensive Income and Expenditure Statement.

The Council's Treasury Management Strategy currently includes

#### Borrowing

- Long-term loans (in excess of 364 days) will be raised with the PWLB or other public bodies
- Short term loans (less than 364 days) will be raised through
  - Money market loans through the London Money Market using brokers appointed at the discretion of the Borough Treasurer
  - Directly or through brokers, at the discretion of the Borough Treasurer, with other public bodies
  - Use of the Council's overdraft limit with its bankers, National Westminster Bank, up to £1 million
  - Internal funds – the cash held in internal funds can be used short term to fund capital expenditure or the repayment of debt, thus delaying the need to borrow externally
- The authority to respond to different interest rates throughout the financial year is delegated to the Borough Treasurer, Head of Accountancy and Group Accountant.

#### Investing

- The Council has determined that it will only use approved counterparties from the UK
- No Investments are to exceed 3 years although most will not exceed 364 days
- A £3m limit applies with any single group other than the Council's Bank or UK Regulated Qualifying Money Market Funds
- Investments will be placed with bodies that meet the Council's creditworthiness criteria

Risk exposure to interest rate movements is limited to the effect that interest rate movements have on the marketplace generally when placing investments or raising loans. Cash flows and interest rate changes are actively monitored.

If average interest rates in 2012/13 had been 1% higher or lower (with all other variables constant) the financial effect would have been £31,000 (2011/12 £31,500) additional interest receivable and £12,100 (2011/12 £11,600) additional interest payable on short term borrowing.

### Fair Value of Assets and Liabilities carried at Amortised Cost

Financial liabilities and financial assets represented by loans and receivables are carried in the Balance Sheet at amortised cost. Their fair value can be assessed by calculating the present value of the cash flows that will take place over the remaining term of the instruments, using the following assumptions:



- Long Term Borrowing (PWLB) is calculated by reference to the premature repayment set of rates in force 31 March
- Long Term Investments: using applicable discount rates for individual loans relative to the balance sheet date
- Where an instrument will mature in the next 12 months, the carrying amount is assumed to approximate to fair value
- The fair value of trade and other receivables is taken to be the invoiced or billed amount

## 17. Debtors

### Long Term Debtors

31-Mar-12 £'000	31-Mar-13 £'000
5,601 Other Entities and Individuals	5,567
<b>5,601</b>	<b>5,567</b>

### Short Term Debtors (net of allowances for doubtful debts)

31-Mar-12 £'000	31-Mar-13 £'000
2,381 Central Government Bodies	2,658
2,176 Other Local Authorities	2,158
2,337 Other Entities and Individuals	2,614
<b>6,894</b>	<b>7,430</b>

## 18. Cash and Cash Equivalents

31-Mar-12 £'000	31-Mar-13 £'000
507 Money Market Funds	510
552 Call Accounts	4,083
66 Cash imprests / cash in hand	67
(619) Bank Overdraft (Grouped accounts)	(1,005)
<b>506</b>	<b>3,655</b>

## 19. Creditors

31-Mar-12 £'000	31-Mar-13 £'000
(602) Central Government Bodies	(864)
(368) Other Local Authorities	(579)
(2,764) Other Entities and Individuals	(1,664)
<b>(3,734)</b>	<b>(3,107)</b>

## 20. Provisions

31-Mar-12 £'000	31-Mar-13 £'000
0 MMI - Short Term	(9)
0 MMI - Long Term	(51)
<b>0</b>	<b>(60)</b>

A provision has been created to cover the initial levy (£9,000) and potential future liabilities (£51,000) of the MMI Scheme of Arrangement. This issue has previously been reported each year as a Contingent Liability disclosure in the annual Statement of Accounts. (£60,000 in 2011/12) and budgetary provision was made in 2012/13 for the setting up of the provision.

An allowance for doubtful debts is included within note 17.

## 21. Agency Services

The Council's agency agreement for the provision of highways maintenance and management was terminated by Hampshire County Council on 1 May 2002 and the service was then funded and managed directly by the County although staff remained within the Borough Council offices. The Borough Council retained the agencies for Traffic Management and Development Control with the County Council reimbursing the Borough for this work and making a contribution towards administration costs.

The Traffic Management and Development Control agreement was terminated on 31 March 2009 with future highways management and maintenance being dealt with directly by Hampshire County Council.

A contribution continues to be paid by the County Council towards treework and grasscutting (environmental maintenance) and this is summarised below.

31-Mar-12 £'000	31-Mar-13 £'000
33 Treework	38
74 Grasscutting	84
(141) Hampshire County Council contribution	(125)
<b>(34)</b>	<b>(3)</b>

## 22. Usable Reserves

Usable reserves are reserves that the Council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations (ie the Capital Receipts Reserve can only be used fund capital expenditure). The balances and movements on usable reserves are shown below:

	2011/12			2012/13			
	01-Apr-11	Transfers In	Transfers Out	31-Mar-12	Transfers In	Transfers Out	31-Mar-13
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Revenue							
General Fund Balance	(890)			(890)			(890)
Earmarked General Fund Reserves							
Revenue Financing Reserve	(645)	(631)	611	(665)	(620)		(1,285)
Cherque Farm open space	(215)		26	(189)		12	(177)
Regional Housing Grant	(368)		209	(159)		21	(138)
Priddys Play Area maintenance	(124)		19	(105)		13	(92)
High Street Innovations	0			0	(100)	15	(85)
Building Control Partnership	(57)	(10)		(67)		14	(53)
Preventing Repossessions	0	(53)		(53)		1	(52)
Open Spaces maintenance	(56)		7	(49)		6	(43)
A32 Bus Shelter maintenance	(30)			(30)			(30)
Business Growth Incentive Grant	(53)		31	(22)			(22)
HPDG usable reserve	(70)		12	(58)		46	(12)
Royan Twinning Fund	(5)			(5)	(4)		(9)
Education Fund	(4)			(4)			(4)
Civic	(1)		1	0			0
Museum Purchases	(10)		10	0			0
Greenskills Apprenticeship	(4)		4	0			0
Risk Management	(3)		3	0			0
New Homes Bonus Grant	0	(18)		(18)		18	0
	(1,645)	(712)	933	(1,424)	(724)	146	(2,002)
Housing Revenue Account							
Housing Revenue Account	(439)	(164)		(603)	(378)		(981)
New Build Reserve (Revenue)	0			0	(151)		(151)
	(439)	(164)	0	(603)	(529)	0	(1,132)
Capital							
Capital Receipts Reserve (GF)	(65)	(237)	237	(65)	(1,179)	1,179	(65)
Capital Receipts Reserve (HRA)	0	(229)	229	0	(582)	412	(170)
Capital Receipts New Build (RTB)	0			0		(116)	(116)
Major Repairs Reserve (HRA)	0	(2,324)	2,324	0	(2,362)	2,362	0
Capital Grants Unapplied	0			0			0
	(65)	(2,790)	2,790	(65)	(4,123)	3,837	(351)
Total Usable Reserves	(3,039)	(3,666)	3,723	(2,982)	(5,376)	3,983	(4,375)

## **The Council's main reserves are:**

### **Revenue - General Fund**

#### **General Fund balance**

The General Fund is the statutory fund into which all the receipts of an authority are required to be paid and out of which all liabilities of the authority are to be met, except to the extent that statutory rules might provide otherwise. These rules can also specify the financial year in which liabilities and payments should impact on the General Fund Balance, which is not necessarily in accordance with proper accounting practice. The General Fund Balance therefore summarises the resources that the Council is statutorily empowered to spend on its services or on capital investment (or the deficit of resources that the Council is required to recover) at the end of the financial year. It is effectively a working balance that is available for unforeseen events and to help stabilise annual fluctuations in Council Tax levels. The General Fund balance is not available to be applied to funding HRA services.

#### **Revenue Financing Reserve**

A reserve available for general use, although it is particularly targeted at

- assisting in achieving efficiencies by providing funding for spend-to-save initiatives
- helping to ensure that variations in annual maintenance requirements can be adequately financed
- reducing exposure to risk by helping to underwrite uninsurable risks and by saving premiums where self-insurance is undertaken

It is considered that maintaining a viable RFR is an essential element for sound management of the Council's finances and in order to achieve this, the approved Council policy is that the RFR is debited or credited with any General Fund budget variations, receives a base budget contribution and Council Tax Collection Fund surpluses/deficits (subject to the working balance first being maintained at an appropriate level).

#### **Other Usable Reserves including Open Spaces, Play Areas, Bus Shelters and High Street Innovation**

Represent earmarked sums for contributing to specific service revenue expenditure.

#### **Regional Housing Grant**

A general purpose Housing grant that may be used for both Housing General Fund and Housing Revenue Account services.

### **Revenue - Housing Revenue Account**

#### **HRA balance**

The Housing Revenue Account Balance reflects the statutory obligation to maintain a revenue account for local authority council housing provision in accordance with Part VI of the Local Government and Housing Act 1989. It contains the balance of income and expenditure as defined by the 1989 Act that is available to fund future expenditure in connection with the Council's landlord function or (where in deficit) that is required to be recovered from tenants in future years. It provides a working balance for Housing services and for unforeseen events.

#### **Major Repairs Reserve**

The Authority is required to maintain the Major Repairs Reserve, which controls the application of the Major Repairs Allowance (MRA). The MRA is restricted to being applied to new capital investment in HRA assets or the financing of historical capital expenditure by the HRA. The balance shows any MRA that has yet to be applied at the year-end. The use of the Major Repairs Allowance is changing in line with the move to full depreciation accounting.

#### **New Build Reserve (Revenue)**

The new reserve created to provide funding for the construction of new affordable housing.

**Capital – General Fund**

The Capital Receipts reserve may only be utilised to fund capital expenditure. The General Fund balance of £65,000 at 31 March 2013 is in respect of the sale of Camden Allotments and must be applied in accordance with the provisions of Section 32 of the Smallholdings and Allotments Act 1908.

**Capital – Housing Revenue Account**

Capital reserves created in 2012/13 from retained right to buy receipts which are to be used for the repayment of debt or new capital financing and the construction of new affordable housing.

**23. Unusable Reserves**

<b>31-Mar-12</b>		<b>31-Mar-13</b>
<b>£'000</b>		<b>£'000</b>
(3,247)	Revaluation Reserve	(6,641)
(72,891)	Capital Adjustment Account	(65,207)
(5,696)	Deferred Capital Receipts	(5,511)
40,230	Net Pension Reserve	44,640
(8)	Collection Fund Adjustment Account	29
177	Short-term Accumulating Compensated Absences Account	190
<b>(41,435)</b>		<b>(32,500)</b>

**Revaluation Reserve**

The Revaluation Reserve contains the gains made by the Authority arising from increases in the value of its Property, Plant and Equipment. The balance is reduced when assets with accumulated gains are:

- revalued downwards or impaired and the gains are lost
- used in the provision of services and the gains are consumed through depreciation, or
- disposed of and the gains are realised.

The Reserve contains only revaluation gains accumulated since 1 April 2007, the date that the Reserve was created. Accumulated gains arising before that date are consolidated into the balance on the Capital Adjustment Account

2011/12 £'000		2012/13 £'000
(1,721)	Balance at 1 April	(3,247)
(1,604)	Upward revaluation of assets	(3,754)
	Downward revaluation of assets and impairment losses not - charged to the Surplus/Deficit on the Provision of Services	324
(1,604)	Surplus or deficit on revaluation of non-current assets not posted to the Surplus or Deficit on the Provision of Services	(3,430)
78	Difference between fair value depreciation and historical cost depreciation	36
78	Amount written off to the Capital Adjustment Account	36
(3,247)	<b>Balance at 31 March</b>	<b>(6,641)</b>

### Capital Adjustment Account

The Capital Adjustment Account absorbs the timing differences arising from the different arrangements for accounting for the consumption of non-current assets and for financing the acquisition, construction or enhancement of those assets under statutory provisions. The Account is debited with the cost of acquisition, construction or enhancement as depreciation, impairment losses and amortisations are charged to the Comprehensive Income and Expenditure Statement (with reconciling postings from the Revaluation Reserve to convert fair value figures to a historical cost basis). The Account is credited with the amounts set aside by the Authority as finance for the costs of acquisition, construction and enhancement.

The Account contains accumulated gains and losses on Investment Properties and gains recognised on donated assets that have yet to be consumed by the Authority. The Account also contains revaluation gains accumulated on Property, Plant and Equipment before 1 April 2007, the date that the Revaluation Reserve was created to hold such gains.

2011/12 £'000		2012/13 £'000
<b>(138,948)</b>	Balance at 1 April	<b>(72,891)</b>
	Reversal of items relating to capital expenditure debited or credited to the Comprehensive Income and Expenditure Statement:	
4,378	Charges for depreciation, impairment and revaluation losses of noncurrent assets	3,304
1,247	Revaluation losses on Property, Plant and Equipment	1,340
92	Amortisation of intangible assets	82
988	Revenue expenditure funded from capital under statute	968
4,843	Amounts of non-current assets written off on disposal or sale as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	5,267
<b>11,548</b>		<b>10,961</b>
<b>(78)</b>	Adjusting amounts written out of the Revaluation Reserve	<b>(36)</b>
	<b>Net written out amount of the cost of non-current assets consumed in the year</b>	
<b>11,470</b>		<b>10,925</b>
	Capital financing applied in the year:	
<b>(288)</b>	Use of the Capital Receipts Reserve to finance new capital expenditure and reduce CFR	<b>(1,263)</b>
<b>(2,324)</b>	Use of the Major Repairs Reserve to finance new capital expenditure	<b>(2,362)</b>
<b>(1,147)</b>	Capital grants and contributions credited to the Comprehensive Income and Expenditure Statement that have been applied to capital financing	<b>(590)</b>
	- Application of grants to capital financing from the Capital Grants Unapplied Account	<b>(486)</b>
<b>(388)</b>	Statutory provision for the financing of capital investment charged against the General Fund and HRA balances	<b>(420)</b>
<b>(29)</b>	Capital expenditure charged against the General Fund and HRA balances	<b>(949)</b>
57,029	Settlement Payment to the Government for HRA Self Financing	-
495	Refinancing of Capital Debtor from Borrowing	-
<b>53,348</b>		<b>(6,070)</b>
<b>1,239</b>	<b>Movements in the market value of Investment Properties debited or credited to the Comprehensive Income and Expenditure Statement</b>	<b>2,829</b>
<b>(72,891)</b>	<b>Balance at 31 March</b>	<b>(65,207)</b>

The 2011/12 presentation of the HRA depreciation transfers to and from the Major Repairs Reserve have been expanded for clarity and consistency with the 2012/13 presentation. There is no change to the figures

### Deferred Capital Receipts

The Deferred Capital Receipts Reserve holds the gains recognised on the disposal of non-current assets but for which cash settlement has yet to take place. Under statutory arrangements, the Authority does not treat these gains as usable for financing new capital expenditure until they are backed by cash receipts. When the deferred cash settlement eventually takes place, amounts are transferred to the Capital Receipts Reserve.

2011/12 £'000	2012/13 £'000
(612) Balance at 1 April	(5,696)
(5,109) Transfer of deferred sale proceeds credited as part of the gain/loss on disposal to the Comprehensive Income and Expenditure Statement	-
25 Transfer to the Capital Receipts Reserve upon receipt of cash	185
<b>(5,696) Balance at 31 March</b>	<b>(5,511)</b>

### Pensions Reserve

The Pensions Reserve absorbs the timing differences arising from the different arrangements for accounting for post employment benefits and for funding benefits in accordance with statutory provisions. The Authority accounts for post employment benefits in the Comprehensive Income and Expenditure Statement as the benefits are earned by employees accruing years of service, updating the liabilities recognised to reflect inflation, changing assumptions and investment returns on any resources set aside to meet the costs. However, statutory arrangements require benefits earned to be financed as the Council makes employer's contributions to pension funds or eventually pays any pensions for which it is directly responsible. The debit balance on the Pensions Reserve therefore shows a substantial shortfall in the benefits earned by past and current employees and the resources the Council has set aside to meet them. The statutory arrangements will ensure that funding will have been set aside by the time the benefits come to be paid.

2011/12 £'000	2012/13 £'000
31,430 Balance at 1 April	40,230
8,210 Actuarial (gains) or losses on pensions assets and liabilities	3,530
2,320 Reversal of items relating to retirement benefits debited or credited to the Surplus or Deficit on the Provision of Services in the Comprehensive Income and Expenditure Statement	2,470
(1,730) Employer's pensions contributions and direct payments to pensioners payable in the year	(1,590)
<b>40,230 Balance at 31 March</b>	<b>44,640</b>



### Collection Fund Adjustment Account

The Collection Fund Adjustment Account manages the differences arising from the recognition of council tax income in the Comprehensive Income and Expenditure Statement as it falls due from council tax payers compared with the statutory arrangements for paying across amounts to the General Fund from the Collection Fund

2011/12 £'000	2012/13 £'000
55 Balance at 1 April	(8)
(63) Amount by which council tax income credited to the Comprehensive Income and Expenditure Statement is different from council tax income calculated for the year in accordance with statutory requirements	37
<b>(8) Balance at 31 March</b>	<b>29</b>

### Accumulated Absences Account

The Accumulated Absences Account absorbs the differences that would otherwise arise on the General Fund Balance from accruing for compensated absences earned but not taken in the year e.g. annual leave entitlement carried forward at 31 March. Statutory arrangements require that the impact on the General Fund Balance is neutralised by transfers to or from the Account.

2011/12 £'000	2012/13 £'000
138 Balance at 1 April	177
(138) Settlement or cancellation of accrual made at the end of the preceding year	(177)
177 Amounts accrued at the end of the current year	190
<b>177 Balance at 31 March</b>	<b>190</b>

## 24. Reconciliation with amounts reported internally

The purpose of this note is to reconcile the financial information reported internally to that reported in the Comprehensive Income and Expenditure Statement.

Decisions about resource allocation – particularly budget approval – are mainly taken by the council's elected members at full council and boards on the basis of the budget being presented on a Board and Service basis in accordance with the Council's constitution.

The budget includes all financial costs and income estimated to affect the Council's overall finances while items such as the cost of retirement benefits and asset revaluations and impairments are excluded from the budget preparation and monitoring processes. These items - while being included in the Comprehensive Income and Expenditure Statement in the Statement of Accounts at year end – do not impact on the council tax levy.

Resource allocation and control during the financial year is by exception reporting to Council management team and leadership with further, generally quarterly, reports to Policy and Organisation board as necessary. These reports are presented as a list of variances summarised by Board.

The outturn position for 2012/13 is being reported to members in the same format as the approved budget. Reconciling the approved and reported budgets - which provide the basis of budget monitoring and control and resource allocation - to that shown in the financial statements is complicated because as outlined above certain income and expenditure items are shown in different ways and in different places between the two documents. Some items have a financial impact on the council's finances and some do not.

The analysis of income and expenditure on the face of the Comprehensive Income and Expenditure Statement is that specified in the Service Reporting Code of Practice (SerCOP).

The reconciliations below show the movement between the Board based reports to members for 2011/12 and 2012/13 and the Comprehensive Income and Expenditure and Movement in Reserves statements in the Statement of Accounts.

The Code also requires a breakdown of the reporting segments by type of expenditure (ie employees, premises etc.). A full gross subjective analysis of income and expenditure is also shown for 2011/12 and 2012/13.

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
10,339 Employees	9,571
1,039 Premises	992
204 Transport	194
5,203 Supplies and Services	6,485
3,739 Third Party Payments	3,763
31,233 Miscellaneous	35,206
<b>51,757</b>	<b>56,211</b>
10,091 Support Services	9,170
1,377 Capital / Financing	1,388
<b>(63,225) Income</b>	<b>(66,769)</b>
<b>0</b>	<b>0</b>

<b>2012/13</b>		<b>GF Board Structure</b>	<b>Other Operating Expenditure</b>	<b>Financing &amp; Investment Income &amp; Expenditure</b>	<b>Taxation &amp; Non Specific Grant Income</b>	<b>Movement in reserves, Collection Fund deficit</b>	<b>SerCOP Cost of Services</b>			
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>			
Community		5,864		297	87		6,248			
Economic										
Development		794		(16)	10		788			
Policy & Organisation		3,263	(3,691)	(3,639)	1,431	7,811	5,175			
		<b>9,921</b>	<b>(3,691)</b>	<b>(3,358)</b>	<b>1,528</b>	<b>7,811</b>	<b>12,211</b>			
Reserves		619					619			
		<b>10,540</b>	<b>(3,691)</b>	<b>(3,358)</b>	<b>1,528</b>	<b>7,811</b>	<b>12,830</b>			
		<b>SerCOP Structure</b>						<b>General Fund</b>	<b>HRA</b>	<b>CI&amp;E</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Cost of Services		12,211					12,211	(2,180)	10,031	
Other Operating										
Expenditure		0	3,691				3,691	206	3,897	
Financing and										
Investment income										
and Expenditure		0		3,358			3,358	2,181	5,539	
Taxation and Non										
Specific Grant Income		0			(12,030)		(12,030)	0	(12,030)	
Surplus or Deficit on										
the Provision of										
Services		<b>12,211</b>	<b>3,691</b>	<b>3,358</b>	<b>(12,030)</b>	<b>0</b>	<b>7,230</b>	<b>207</b>	<b>7,437</b>	

<b>2011/12</b>	<b>GF Board Structure</b>	<b>Other Operating Expenditure</b>	<b>Financing &amp; Investment Income &amp; Expenditure</b>	<b>Taxation &amp; Non Specific Grant Income</b>	<b>Movement in reserves, Collection Fund deficit</b>	<b>SerCOP Cost of Services</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Community Economic Development Policy & Organisation	7,059	0	185	0	0	7,244
	1,056	0	(60)	0	0	996
	2,590	723	(2,056)	342	3,245	4,844
	<b>10,705</b>	<b>723</b>	<b>(1,931)</b>	<b>342</b>	<b>3,245</b>	<b>13,084</b>
Reserves	2	0	0	0	(2)	0
	<b>10,707</b>	<b>723</b>	<b>(1,931)</b>	<b>342</b>	<b>3,243</b>	<b>13,084</b>
	<b>SerCOP Structure</b>					<b>General Fund</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Cost of Services	13,084	0	0	0	0	13,084
Other Operating Expenditure	0	(723)	0	0	0	(723)
Financing and Investment income and Expenditure	0	0	1,933	0	0	1,933
Taxation and Non Specific Grant Income	0	0	0	(11,113)	0	(11,113)
Surplus or Deficit on the Provision of Services	<b>13,084</b>	<b>(723)</b>	<b>1,933</b>	<b>(11,113)</b>	<b>0</b>	<b>3,181</b>
						<b>57,973</b>
						<b>61,154</b>

## 25. Members' Allowances

The Council paid the following amounts to members during the year

<b>2011/12</b>	<b>2012/13</b>
<b>£000</b>	<b>£000</b>
224 Allowances	229
6 Expenses	4
<b>230</b>	<b>233</b>

## 26. Officers Remuneration

Number of employees 2011/12	Left during 2011/12	The number of employees (excluding senior officers which are disclosed individually in separate tables) whose remuneration, excluding employer's pension contributions, was £50,000 or more in bands of £5,000 were:	Number of employees 2012/13	Left during 2012/13
		Remuneration band		
6	3	£50,000 - £54,999	3	-
3	2	£55,000 - £59,999	2	-
-	-	£60,000 - £64,999	-	-
2	2	£65,000 - £69,999	-	-

2012/13		Senior Officer emoluments - Salaries more than £50,000 but less than £150,000 per year							
Post Title	Notes	Salary (Including Allowances)	Bonuses	Expense Allowances	Compensation for loss of office	Benefits in Kind	Total Remuneration excluding pension contributions 2012/13	Pension Contributions	Total Remuneration including pension contributions 2012/13
		£	£	£	£	£	£	£	£
Chief Executive		92,019	-	-	-	342	92,361	11,812	104,173
Deputy Chief Executive & Borough Treasurer	1	25,055	-	-	-	-	25,055	3,262	28,317
Borough Solicitor & Deputy Chief Executive	2	81,187	-	-	-	-	81,187	10,125	91,312
Financial Services Manager	3	21,766	-	-	-	-	21,766	2,812	24,578
Borough Treasurer	4	45,029	-	-	-	-	45,029	5,825	50,854
Housing Services Manager	5	49,415	-	-	-	-	49,415	6,425	55,840
Community and Customer Services Manager		71,305					71,305	9,282	80,587
		<b>385,776</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>342</b>	<b>386,118</b>	<b>49,543</b>	<b>435,661</b>

1. The Deputy Chief Executive & Borough treasurer retired in July 2012. Consequently the post has been deleted. The fulltime equivalent salary was £74,710.

2. The Borough Solicitor became the Borough Solicitor & Deputy Chief Executive on 01/04/2012. Returning Officer fees of £2,956 are included in the total.

3. The Financial Services Manager post was deleted on 31/07/2012. The full time equivalent salary was £64,404.

4. The post of Borough Treasurer was created on 01/08/2012. The full time equivalent salary is £66,696.

5. The Housing Services Manager post was vacant until 28/05/12. The full time equivalent salary is £59,364.

Exit package cost band (including special repayments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2011/12	2012/13	2011/12	2012/13	2011/12	2012/13	2011/12 £'000	2012/13 £'000
£0 - £20,000	13	3	0	0	13	3	152	10
£20,001 - £40,000	6	1	1	0	7	1	215	33
£40,001 - £60,000	3	0	0	0	3	0	135	0
£60,001 - £80,000	1	0	1	0	2	0	141	0
£80,001 - £100,000	2	0	0	0	2	0	167	0
£100,001 - £150,000	0	0	0	0	0	0	0	0
	<b>25</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>27</b>	<b>4</b>	<b>810</b>	<b>43</b>

The Authority terminated the contracts of 4 employees in 2012/13 (27 in 2011/12), incurring liabilities of £43,000 (£810,000 in 2011/12). This includes both payments to the Local Government Pension Scheme and severance payments and has been largely financed by contributions from the Revenue Financing Reserve in recognition of substantial future salary savings

## 27. External Audit Costs

The Council has incurred the following costs in relation to the audit of the Statement of Accounts, certification of grant claims and non-audit services provided by the Council's external auditors.

2011/12 £000	2012/13 £000
Fee payable to the Audit Commission with regard to external audit services carried out by appointed auditors	
107 External audit services	70
50 Certification of grant claims and returns	21
<b>157</b>	<b>91</b>

## 28. Grant Income

The Authority credited the grants and contributions shown in the table on page 70 to the Comprehensive Income and Expenditure Statement in 2012/13.

In addition to the grants received and / or applied in 2012/13 which were not subject to any outstanding conditions described above, the council also holds £1.556 million as at 31 March 2013 (£1.994 million as at 31 March 2012) of developers' contributions which are shown as Grants and Contributions Receipts in Advance in the Balance Sheet. These grants and contributions are categorised as liabilities because they are subject to conditions as to the nature and timescale of their use and could therefore be returnable. The Council manages these sums to mitigate that possibility and the sums are available to spend on appropriate capital schemes – at which point the liability will cease and the sums will be accounted for through the Comprehensive Income and Expenditure statement. An analysis of these sums is shown below

<b>31-Mar-12</b>	<b>Capital Grants and Contributions Receipts in Advance</b>	<b>31-Mar-13</b>
<b>£'000</b>		<b>£'000</b>
(569)	Affordable Housing	(394)
(1,204)	Open Spaces and Play Areas	(999)
(137)	Nimrod Drive Footpath	(137)
(4)	Bus Shelters	(4)
(80)	Other grants and contributions	(22)
<b>(1,994)</b>		<b>(1,556)</b>

2011/12 £000	Grant Income	2012/13 £000
<b>Included in Taxation and Non Specific Grant Income</b>		
<u>Non-Ringfenced Government Grants</u>		
Department for Communities and Local Government:		
(3,935)	Distribution from NNDR Pool	(4,792)
(1,216)	Revenue Support Grant	(93)
(140)	Council Tax Freeze Grant	(140)
-	News Bonus Grant	(227)
-	Preventing Homeless	(87)
-	New Burdens Grants & Town Team Partnership	(110)
Department for Work and Pensions		
-	HB / CTB Administration	(696)
-	Benefits Transition & Council Tax Reform	(37)
<b>(5,291)</b>		<b>(6,182)</b>
<u>Capital Grants and Contributions</u>		
(87)	Developers Contributions - Open Spaces	(227)
(74)	Football Stadia Improvement Fund	
(39)	Groundwork	
(2)	Other Contributions	(4)
<b>(202)</b>		<b>(231)</b>
<b>Service Specific Revenue Grants and Contributions (included in cost of services)</b>		
<u>Department for Work and Pensions</u>		
(728)	HB / CTB Administration	-
(33,358)	HB / CTB Subsidy	(35,384)
<u>Developers Contributions (Section 106)</u>		
(639)	Affordable housing	(175)
<u>Environment Agency</u>		
(41)	Coast Protection	(155)
<u>Department of Energy and Climate Change</u>		
-	Fuel Poverty Grant	(149)
<u>Department for Communities and Local Government</u>		
(265)	Disabled Facilities Grant	(372)
(82)	NNDR Cost of Collection	(84)
(87)	Local Services Support Grant	-
(18)	New Homes Bonus Grant	-
(53)	Preventing Repossessions Fund	-
-	High Street Innovations Grant	(15)
<b>(35,271)</b>		<b>(36,334)</b>

## 29. Related Parties

The Council is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Council or to be controlled or influenced by the Council. Disclosure of these transactions allows readers to assess the extent to which the Council might have been constrained in its ability to operate independently or might have secured the ability to limit another party's ability to bargain freely with the Council.



Central government

Central government has effective control over the general operations of the Council – it is responsible for providing the statutory framework within which the Council operates, provides the majority of its funding in the form of grants and prescribes the terms of many of the transactions that the Council has with other parties (eg council tax bills, housing benefits). Grants received from government departments are included in note 28.

Members

Members of the Council have direct control over the Council's financial and operating policies. The total of members' allowances paid in 2012/13 is shown in note 25. As approved by Policy and Organisation Board in 2003, Councillor Hook and Mrs Hook entered into an agreement in 2004/05 with the council for the rent and insurance of office accommodation in their ownership for the provision of council services. The agreement was made in full compliance with the Council's standing orders and with proper declaration of interest. The value of rental payments from 1 April 2012 to 31 March 2013 was £9,839 including a backdated rent increase. The member's shop also supplied a divan with headboard to Woodlands House in 2012/13 for the sum of £208.

Officers

There were no related party transactions during the year by officers of the Council.

Gosport and Fareham Building Control Partnership

The Gosport and Fareham Building Control Partnership provides building control services to both Fareham and Gosport Borough Council. The Partnership has been in operation since 2003. During 2012/13, the Partnership charged Gosport Borough Council £146,911 (2011/12 £163,040) for statutory building control services. The Partnership has a policy of dividing generated surpluses between the two authorities based on fee generating work in each Authority area. At 31 March 2013, the balance of retained surplus for future investment in the service held by Fareham Borough Council was £66,903 and £48,389 held by Gosport Borough Council.

Other Public Bodies

Subject to a common control by central government, transactions with other public bodies are shown below:

2011/12 £000		2012/13 £000
28,640 Hampshire County Council	Precept payments	28,781
1,730 Hampshire County Council	Pension Fund payments	1,590
4,036 Hampshire Police Authority	Precept payments	4,056
1,694 Hampshire Fire & Rescue Authority	Precept payments	1,702
299 Building Control Partnership	Payments to Fareham Borough Council	254
(347) Building Control Partnership	Income from Fareham Borough Council	(330)
(72) Internal Audit Partnership	Income from Eastleigh Borough Council	(43)

Entities controlled or significantly influenced by the CouncilPortsmouth Harbour Renaissance Ltd

The Council is one of three equal shareholders in Portsmouth Harbour Renaissance Ltd. Portsmouth Harbour Renaissance Ltd. does not operate independently, generate surpluses or own assets. It is merely an interface between the project partners (shareholders) and the Millennium Commission; collating the expenditure of the partners, submitting the claims, receiving and distributing the grant. Any administrative costs are charged to the partners quarterly. The accounts of PHR are audited independently and are available from Portsmouth City Council.

### Portchester Crematorium

The crematorium is a jointly controlled operation managed by the Council along with 3 neighbouring authorities through the Portchester Crematorium Joint Committee. The four constituent authorities: Gosport Borough Council, Fareham Borough Council, Havant Borough Council and Portsmouth City Council are equally represented – each having a 25% share. Further information can be obtained from: The Treasurer to the Joint Committee, Civic Centre, Civic Way, Fareham.

During 2012/13 the Council received £150,000 (£140,000 in 2011/12) from the Joint Committee being its share of the distributable surpluses.

The Council's 25% share of the crematorium's assets, liabilities, receipts and payments for 2012/13 are shown below

2011/12 £'000	2012/13 £'000
<b>Portchester Crematorium - Gosport share (25%)</b>	
1,210 Long Term Assets	1,455
386 Current Assets	227
(27) Current Liabilities	(29)
(215) Long Term Liabilities	(240)
(358) Usable Reserves	(198)
(996) Unusable Reserves	(1,215)
<b>0</b>	<b>0</b>
(516) Receipts	(544)
768 Payments	702

## 30. Capital Expenditure and Capital Financing

The total amount of capital expenditure incurred in the year is shown in the table below (including the value of assets acquired under finance leases contracts), together with the resources that have been used to finance it. Where capital expenditure is to be financed in future years by charges to revenue as assets are used by the Authority, the expenditure results in an increase in the Capital Financing Requirement (CFR), a measure of the capital expenditure incurred historically by the Council that has yet to be financed. The CFR is analysed in the table below.

2011/12 £'000	2012/13 £'000
<b>13,446 Opening Capital Financing Requirement</b>	<b>76,366</b>
Capital Investment	
8,414 Plant, Property & Equipment	10,021
24 Investment Properties	23
146 Intangible Assets	111
988 Revenue Expenditure funded from Capital under Statute	968
57,029 Settlement Payment to the Government for HRA Self Financing	-
Sources of Finance	
(288) Capital Receipts	(1,237)
(3,471) Government Grants & Other Contributions	(1,076)
(29) HRA Revenue Financing / Major Repairs Reserve	(3,312)
Other Adjustments	
(59) Finance lease principal repayments	(26)
(329) Sum set aside from Revenue (MRP)	(420)
495 Refinancing of capital debtor	-
<b>76,366 Closing Capital Financing Requirement</b>	<b>81,418</b>
<b>Explanation of Movements in year</b>	
62,813 Increase in underlying need to borrow (unsupported by Government financial assistance)	5,498
107 Increase / (Decrease) in underlying need to borrow due to refinancing, MRP & Finance Lease payments	(446)
<b>62,920 Increase / (decrease) in Capital Financing Requirement</b>	<b>5,052</b>

### Revenue Expenditure Funded From Capital Under Statute

Revenue expenditure funded from capital under statute represents capital expenditure that does not result in the creation of an asset. Movements on revenue expenditure funded from capital under statute during the year were as follows

	Balance at 1 April	Expenditure	Charged to Revenue	Balance at 31 March
	£'000	£'000	£'000	£'000
Affordable Housing	0	175	(175)	0
Housing Grants	0	587	(587)	0
Other Capital Schemes	0	206	(206)	0
<b>Total 2012/13</b>	<b>0</b>	<b>968</b>	<b>(968)</b>	<b>0</b>
<b>Total 2011/12</b>	<b>0</b>	<b>988</b>	<b>(988)</b>	<b>0</b>

### 31. Leases

#### Authority as Lessee

##### Finance Leases

The Council has an item of office equipment held under a finance lease.

The assets acquired under these leases are carried as Equipment in the Balance Sheet at the following net amounts:

	31-Mar-12 £'000	31-Mar-13 £'000
Vehicles, Plant, Furniture and Equipment	80	40
	<u>80</u>	<u>40</u>

The Authority is committed to making minimum payments under these leases comprising settlement of the long-term liability for the interest in the property acquired by the Authority and finance costs that will be payable by the Authority in future years while the liability remains outstanding. The minimum lease payments are made up of the following amounts.

	31-Mar-12 £'000	31-Mar-13 £'000
Finance lease liabilities		
current	41	42
non current	42	0
Finance costs payable in future years	4	1
Minimum lease payments	<u>87</u>	<u>43</u>

The minimum lease payments will be payable over the following periods:

	Minimum Lease Payments		Finance Lease payments	
	31-Mar-12 £'000	31-Mar-13 £'000	31-Mar-12 £'000	31-Mar-13 £'000
Not later than one	43	43	41	42
Later than one year	44	0	42	0
Later than five years	0	0	0	0
	<u>87</u>	<u>43</u>	<u>83</u>	<u>42</u>

##### Operating Leases

The Authority has lease arrangements for vehicles and data link lines.

The future estimated minimum lease payments are:

	31-Mar-12 £'000	31-Mar-13 £'000
Not later than one year	25	33
Later than one year and not later than five years	32	46
Later than five years	7	7
	<u>64</u>	<u>86</u>

The expenditure charged to the Cost of Services in the Comprehensive Income and Expenditure Statement during the year in relation to these leases was:

	2011/12 £'000	2012/13 £'000
Minimum lease payments	39	40
	<u>39</u>	<u>40</u>

**Authority as Lessor****Finance Leases**

The Council has entered into a finance lease for the Gosport Ferry Landing Stage over a term of 50 years. The Landing Stage opened on 27 June 2011.

	<b>31-Mar-12 £'000</b>	<b>31-Mar-13 £'000</b>
Finance lease debtor		
current	26	27
non current	4,912	4,885
Unearned finance income	7,863	7,630
Gross investment in the lease	<u>12,801</u>	<u>12,542</u>

The minimum lease payments will be payable over the following periods:

	<b>Gross Investment in the Lease</b>		<b>Finance Lease payments</b>	
	<b>31-Mar-12 £'000</b>	<b>31-Mar-13 £'000</b>	<b>31-Mar-12 £'000</b>	<b>31-Mar-13 £'000</b>
Not later than one	260	260	260	260
Later than one year	1,040	1,040	1,040	1,040
Later than five years	11,501	11,242	11,501	11,242
	<u>12,801</u>	<u>12,542</u>	<u>12,801</u>	<u>12,542</u>

**Operating Leases**

The Authority leases out land and property under operating leases primarily for:

- the provision of community services
- economic development purposes
- the lease of the seabed and dolphins for the ferry landing stage

The future minimum lease payments receivable under non-cancellable leases in future years are:

	<b>31-Mar-12 £'000</b>	<b>31-Mar-13 £'000</b>
Not later than one year	531	556
Later than one year and not later than five years	2,125	2,222
Later than five years	16,449	15,467
	<u>19,105</u>	<u>18,245</u>

The minimum lease payments receivable do not include rents that are contingent on events taking place after the lease was entered into, such as adjustments following rent reviews.

## 32. Defined Benefit Pension Scheme

The reported figures and disclosure note are predominantly supplied by AON Hewitt Limited, the independent actuaries to the Hampshire County Council administered pension fund.

### Introduction

The disclosures below relate to the funded and unfunded liabilities within the Hampshire County Council Pension Fund (the 'Fund') which is part of the Local Government Pension Scheme (the 'LGPS').

- Funded - the funded nature of the LGPS requires Gosport Borough Council and its employees to pay contributions into the Fund, calculated at a level intended to balance the pensions liabilities with investment assets.
- Unfunded - the unfunded pension arrangements established by Gosport Borough Council comprise termination benefits made on a discretionary basis upon early retirement in respect of members of the LGPS.

Gosport Borough Council recognises gains and losses in full, immediately through Other Comprehensive Income and Expenditure within the Comprehensive Income and Expenditure Statement.

In accordance with International Financial Reporting Standards, disclosure of certain information concerning assets, liabilities, income and expenditure relating to pension schemes is required.

### Contributions for the accounting period ending 31 March 2014

- Funded - the Employer's regular contributions to the Fund for the accounting period 31 March 2014 are estimated to be £1.39M. Additional contributions may also become due in respect of any employer discretions to enhance members' benefits in the Fund over the next accounting period.
- Unfunded - in the accounting period ending 31 March 2014 the Employer expects to pay £0.20M directly to beneficiaries

### Transactions Relating to Post-Employment Benefits

The cost of retirement benefits in the reported cost of services is recognised when they are earned by employees, rather than when the benefits are eventually paid as pensions. However, the charge that is required to be made against council tax is based on the cash payable in the year, so the real cost of post employment/retirement benefits is reversed out of the General Fund via the Movement in Reserves Statement. The following transactions have been made in the Comprehensive Income and Expenditure Statement and the General Fund Balance via the Movement in Reserves Statement during the year

2011/12		Transactions relating to Post-employment Benefits	2012/13	
Funded £m	Unfunded £m		Funded £m	Unfunded £m
<u>Comprehensive Income and Expenditure Statement</u>				
<b>Cost of Services</b>				
1,150		Current service costs	1,340	
180	0	Past service costs	40	
<b>Financing and Investment Income and Expenditure</b>				
(3,330)		Expected return on scheme assets	(3,050)	
4,180	140	Interest cost	4,010	130
		<b>Total Post Employment Benefit charged to the Surplus or Deficit on the Provision of Services</b>	<b>2,340</b>	<b>130</b>
		<b>Other Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</b>		
8,210		Actuarial losses	3,530	
		<b>Total Post Employment Benefit charged to the Comprehensive Income and Expenditure Statement</b>	<b>5,870</b>	<b>130</b>
<u>Movement in Reserves Statement</u>				
(2,180)	(140)	Reversal of net charges made to the Surplus or deficit for the Provision of Services for post employment benefits in accordance with the code	(2,340)	(130)
<u>Actual amount charged against the General Fund Balance for pensions in the year</u>				
1,530		Employers' contributions payable to scheme	1,390	
	200	Retirement benefits payable to pensioners		200

## Assumptions

The latest actuarial valuation of Gosport Borough Council's funded and unfunded liabilities took place as at 31 March 2010 and 31 March 2013 respectively. Liabilities have been estimated by the independent qualified actuary on an actuarial basis using the projected unit credit method. The principal assumptions used by the actuary in updating the latest valuation of the Fund for IAS 19 purposes were

2011/12		2012/13
<b><u>Principal financial assumptions (% per annum)</u></b>		
<b><u>Funded</u></b>		
4.7%	Discount rate	4.3%
3.5%	RPI Inflation	3.6%
2.5%	CPI Inflation	2.7%
2.5%	Rate of increase to pensions in payment *	2.7%
2.5%	Rate of increase to deferred pensions	2.7%
5.0%	Rate of general increase in salaries **	4.6%
	* In excess of Guaranteed Minimum Pension increases in payment where appropriate	
	** In addition, allowance is made for the same age related promotional salary scales as used at the actuarial valuation of the Fund as at 31 March 2010	
<b><u>Unfunded</u></b>		
4.6%	Discount rate	4.1%
3.4%	RPI Inflation	3.5%
2.4%	CPI Inflation	2.6%
2.4%	Rate of increase to pensions in payment	2.6%



## Mortality assumptions

The mortality assumptions are based on the recent actual mortality experience of members within the Fund and allow for expected future mortality improvements

2011/12		2012/13
<b><u>Post retirement mortality (retirement in normal health)</u></b>		
<b><u>Males</u></b>		
Standard SAPS	Year of Birth base table	Standard SAPS
Normal Health		Normal Health
Light Amounts		Light Amounts
(S1NMA_L)		(S1NMA_L)
0	Rating to above base table * (years)	0
100%	Scaling to above base table rates	100%
CMI_2009 with a	Improvements to base table rates	CMI_2009 with a
long term rate of		long term rate of
improvement of		improvement of
1.25% p.a.		1.25% p.a.
23.9	Future lifetime from age 65 (aged 65 at accounting date)	24.0
25.6	Future lifetime from age 65 (aged 45 at accounting date)	25.7
<b><u>Females</u></b>		
Standard SAPS	Year of Birth base table	Standard SAPS
Normal Health		Normal Health
Light Amounts		Light Amounts
(S1NFA_L)		(S1NFA_L)
0	Rating to above base table * (years)	0
100%	Scaling to above base table rates	100%
CMI_2009 with a	Improvements to base table rates	CMI_2009 with a
long term rate of		long term rate of
improvement of		improvement of
1.25% p.a.		1.25% p.a.
24.9	Future lifetime from age 65 (aged 65 at accounting date)	25.0
26.8	Future lifetime from age 65 (aged 45 at accounting date)	26.9
* A rating of x years means that members of the Fund are assumed to follow the mortality pattern of the base table for an individual x years older than them. The ratings shown apply to normal health retirements.		

2011/12	2012/13
<b>Commutation (Funded only)</b>	
Each member assumed to exchange 25% of the maximum amount permitted of their pre 01 April 2010 pension entitlements, for additional lump sum.	Each member assumed to exchange 25% of the maximum amount permitted of their pre 01 April 2010 pension entitlements, for additional lump sum.
Each member assumed to exchange 75% of the maximum amount permitted of their post 31 March 2010 pension entitlements, for additional lump sum	Each member assumed to exchange 75% of the maximum amount permitted of their post 31 March 2010 pension entitlements, for additional lump sum

### Expected return on assets

The approximate split of assets for the Fund as a whole (based on data supplied by the Fund Administering Authority) is shown in the table below. Also shown are the assumed rates of return adopted by the Employer for the purposes of IAS 19.

### Basis used to determine the overall expected rate of return on assets

Gosport Borough Council employs a building block approach in determining the rate of return on Fund assets. Historical markets are studied and assets with higher volatility are assumed to generate higher returns consistent with widely accepted capital market principles. The assumed rate of return on each asset class is set out within this note. The overall expected rate of return on assets is then derived by aggregating the expected return for each asset class over the actual asset allocation for the Fund at 31 March 2013.

31-Mar-12		31-Mar-13	
Long-term	Asset Split	Long-term	Asset Split
expected rates of return *		expected rates of return *	
8.1%	55.2% Equities	7.8%	57.6%
7.6%	7.7% Property	7.3%	7.8%
3.1%	27.0% Government Bonds	2.8%	24.9%
3.7%	1.5% Corporate Bonds	3.8%	1.3%
1.8%	4.1% Cash	0.9%	2.3%
8.1%	4.5% Other **	7.8%	6.1%
<b>6.4%</b>	<b>100.0% Total</b>	<b>6.3%</b>	<b>100.0%</b>

The long term expected rate of return at 31 March 2013 is not strictly required because the Surplus or Deficit on the Provision of Services in future periods, under the new IAS 19 standard, includes a single financing item rather than separate interest cost and expected return on assets items. The expected return on assets component of the financing item is effectively calculated using the discount rate assumption.

\* The overall expected rate of return on Fund assets is a weighted average of the individual expected rates of return on each asset class, and is shown in the bottom row of the above table.

\*\* Other holdings include hedge funds, currency holdings, asset allocation futures and other financial instruments. It is assumed these will get a return in line with equities.

## Reconciliation to Balance Sheet

31-Mar-12 £m		31-Mar-13 £m
<b><u>Reconciliation to Balance Sheet</u></b>		
<b><u>Funded</u></b>		
48.77	Fair value of assets	54.46
(86.11)	Present value of funded defined benefit obligation	(96.07)
(37.34)	Pension liability before consideration of paragraph 58	(41.61)
0.00	Adjustment in respect of paragraph 58	0.00
(37.34)	Pension liability recognised on the Balance Sheet	(41.61)
<b><u>Unfunded</u></b>		
(2.89)	Present value of defined benefit obligation	(3.03)
(2.89)	Pension liability recognised on the Balance Sheet	(3.03)
(40.23)	<b>Total</b>	(44.64)

## Charges to the Surplus or Deficit on the Provision of Services

2011/12 £m		2012/13 £m
<b><u>Funded</u></b>		
1.15	Current service cost	1.34
0.18	Past service cost	0.04
4.18	Interest cost	4.01
(3.33)	Expected return on assets	(3.05)
0.00	Curtailment cost	0.00
0.00	Settlement cost	0.00
2.18	<b>Expense recognised</b>	2.34
<b><u>Unfunded</u></b>		
0.00	Current service cost	0.00
0.00	Past service cost	0.00
0.14	Interest cost	0.13
0.00	Curtailment cost	0.00
0.00	Settlement cost	0.00
0.14	<b>Expense recognised</b>	0.13
2.32	<b>Total</b>	2.47

**Changes to the present value of defined benefit obligation during the accounting period**

<b>2011/12</b>		<b>2012/13</b>
<b>£m</b>		<b>£m</b>
	<b><u>Funded</u></b>	
76.81	Opening defined benefit obligation	86.11
1.15	Current service cost	1.34
4.18	Interest cost	4.01
0.44	Contributions by participants	0.44
6.90	Actuarial (gains) / losses on liabilities *	7.48
(3.55)	Net benefits paid out #	(3.35)
0.18	Past service cost	0.04
0.00	Business combinations	0.00
0.00	Curtailments	0.00
0.00	Settlements	0.00
<b>86.11</b>	<b>Closing funded defined benefit obligation</b>	<b>96.07</b>
	<b><u>Unfunded</u></b>	
2.72	Opening unfunded defined benefit obligation	2.89
0.00	Current service cost	0.00
0.14	Interest cost	0.13
0.23	Actuarial (gains) / losses on liabilities *	0.21
(0.20)	Net benefits paid out	(0.20)
0.00	Past service cost	0.00
0.00	Business combinations	0.00
0.00	Curtailments	0.00
0.00	Settlements	0.00
<b>2.89</b>	<b>Closing unfunded defined benefit obligation</b>	<b>3.03</b>
* Includes changes to actuarial assumptions		
# Consists of net cash-flow out of the Fund in respect of the employer, excluding contributions and any death in service lump sums paid, and including an approximate allowance for the expected cost of death in service lump sums.		

**Changes to the fair value of assets during the accounting period**

<b>2011/12</b>		<b>2012/13</b>
<b>£m</b>		<b>£m</b>
48.10	Opening fair value of assets	48.77
3.33	Expected return on assets	3.05
(1.08)	Actuarial gains / (losses) on assets	4.16
1.53	Contributions by the employer	1.39
0.44	Contributions by participants	0.44
(3.55)	Net benefits paid out #	(3.35)
0.00	Business combinations	0.00
0.00	Settlements	0.00
<b>48.77</b>	<b>Closing fair value of assets</b>	<b>54.46</b>
# Consists of net cash-flow out of the Fund in respect of the employer, excluding contributions and any death in service lump sums paid, and including an approximate allowance for the expected cost of death in service lump sums.		

### Actual return on assets

2011/12 £m	2012/13 £m
3.33 Expected return on assets	3.05
(1.08) Actuarial gain / (loss) on assets	4.16
<b>2.25 Actual return on assets</b>	<b>7.21</b>

### Analysis of amounts recognised in Other Comprehensive Income and Expenditure

2011/12 £m	2012/13 £m
<b>Funded</b>	
(7.98) Total actuarial gains / (losses)	(3.32)
0.00 Adjustment in respect of paragraph 58	0.00
<b>(7.98) Total gains / (losses)</b>	<b>(3.32)</b>
<b>Unfunded</b>	
(0.23) Total actuarial gains / (losses)	(0.21)
<b>(0.23) Total gains (loss)</b>	<b>(0.21)</b>
<b>(8.21) Total</b>	<b>(3.53)</b>

### History of asset values, present value of defined benefit obligation and surplus / deficit

	2008/09	2009/10	2010/11	2011/12	2012/13
	£m	£m	£m	£m	£m
Funded					
Fair value of assets	35.10	46.34	48.10	48.77	54.46
Present value of liabilities	(64.09)	(87.58)	(76.81)	(86.11)	(96.07)
Surplus / (deficit)	(28.99)	(41.24)	(28.71)	(37.34)	(41.61)
Unfunded liability	(2.71)	(3.08)	(2.72)	(2.89)	(3.03)
	<b>(31.70)</b>	<b>(44.32)</b>	<b>(31.43)</b>	<b>(40.23)</b>	<b>(44.64)</b>

### History of experience gains and losses

	2008/09		2009/10		2010/11		2011/12		2012/13	
	Fund £m	Unfund £m	Fund £m	Unfund £m	Fund £m	Unfund £m	Fund £m	Unfund £m	Fund £m	Unfund £m
Experience gains / (losses) on assets	(12.01)		9.57		(0.01)		(1.08)		4.16	
Percentage of assets			20.7%		0.0%		-2.2%		7.6%	
Experience gains / (losses) on liabilities #	(0.30)	(0.04)	0.84	0.08	2.68	(0.01)	(0.66)	(0.05)	0.12	0.01
Percentage of the present value of liabilities	-0.5%	-1.5%	1.0%	2.6%	3.5%	-0.4%	-0.8%	-1.7%	0.1%	0.3%
# This item consists of gains / (losses) in respect of liability experience only and excludes any change in liabilities in respect of changes to the actuarial assumptions used.										

In addition to the recognised gains and losses included in the Income and Expenditure Account, actuarial losses of £3.53 m (losses of £8.21m for 2011/12) have been included in Other Comprehensive Income and Expenditure in the Comprehensive Income and Expenditure Statement. Cumulative actuarial gains and losses are £39.539m.

## 33. Contingent Liabilities

### ▪ Browndown Tip

The Council's officers are of the opinion that the Council could have substantial liabilities under the provisions of the Environmental Protection Act 1990 as a class B person namely the current owner / occupier of the land. The extent of the liability depends on the contamination, whether a class A person (one who caused or knowingly permitted the contamination) can be identified and the future use of the land. These matters continue to be investigated by the Environment Agency and a final report is still awaited at April 2013.

### ▪ Local Land Charges

A group of Property Search Companies are seeking to claim refunds of fees paid to the Council to access land charges data. Proceedings have not yet been issued. The Council has estimated that the maximum value of claims could be £80,000 plus interest and costs. The claimants have also intimated that they may bring a claim against all English and Welsh local authorities for alleged anti-competitive behaviour. It is possible that additional claimants may come forward to submit claims for refunds, but none have been intimated at present.

## 34. Contingent Assets

### ▪ VAT

In conjunction with the Council's VAT advisors, the Council has protected its position regarding vat collected for off street car parking charges by voluntarily declaring vat income to HM Revenues and Customs (HMRC) from 2004/05 to 2012/13. The potential recovery of this sum is dependent on the outcome of an appeal against the decision of the VAT Tribunal which ruled in favour of the HMRC. It is widely felt by advisors that the final decision will also fall in favour of the HMRC. The total VAT claim is £879,000. No claim has been made for any interest

- Landing Stage

The new Gosport Ferry Terminal opened on 27 June 2011. Final works and contract sums remain to be completed at 31 March 2013 and discussions regarding final payments and retentions will be concluded at the end of the defects period.

- Priddys Hard Profit Share

In 2009/10 the Portsmouth Naval Base Property Trust purchased the Priddys Hard Heritage Area, including the Explosion Museum, from the Council. Under the terms of the agreement the Council would receive a share of profits that may arise from future developments.

### 35. Events after the Balance Sheet Date

The Draft Statement of Accounts was authorised for issue by the Borough Treasurer on 28 June 2013. Events taking place after this date are not reflected in the financial statements or notes. Where events taking place before this date provided information about conditions existing at 31 March 2013, the figures in the financial statements and notes have been adjusted in all material respects to reflect the impact of this information.

The financial statements and notes have not been adjusted for the following events which took place after 31 March 2013 as they provide information that is relevant to an understanding of the Authority's financial position but do not relate to conditions at that date:

The estimated total value of Non Domestic Rating appeals outstanding at 1 April 2013 is £3,552,000. This sum represents the total value of appeals for 2012/13 and earlier years which may become payable after 1 April. Under the Business Rate Retention Scheme, half of the liability for appeal payments after 1 April passes from the government to the billing and precepting authorities. The Council's liability in respect of its share of this total is £1,421,000. It should be noted that the financial impact may be partly mitigated by the government's safety net arrangements.

### 36. Cash Flow Statement - notes

<b>2011/12</b> <b>(restated)</b> <b>£000</b>	<b>Adjustments to surplus or deficit on the provision of services</b> <b>for non-cash movements</b>	<b>2012/13</b> <b>£000</b>
2,054	Depreciation and Impairments	4,536
1,247	Impairment and Downward Valuations	108
92	Amortisation	82
73	Increase/(Decrease) in Interest Creditors	3
(507)	Increase/Decrease in Creditors	260
(344)	(Increase)/Decrease in Debtors	70
62	(Increase)/Decrease in Interest Debtors	-
5	(Increase)/Decrease in Inventories	-
(43)	Adjustment of Effective Interest Rates	(42)
2,320	Movement in Pension Liability	880
4,843	Carrying amount of non-current assets sold	5,267
	- Carrying amount of short and long term investments sold	-
1,239	Movement in Investment Property Values	2,829
	- Contributions to / (from) Provisions	60
<b>11,041</b>	<b>Net cash flow</b>	<b>14,053</b>

2011/12 £000		2012/13 £000
394	Interest Received	333
(602)	Interest Paid	(2,294)
<b>(208)</b>	<b>Net cash outflow from Interest and Dividends</b>	<b>(1,961)</b>

2011/12 £000's	Adjustment for items included in the net surplus or deficit on the provision of services that are investing or financing activities	2012/13 £000
(202)	Capital Grants credited to surplus or deficit on the provision of services	(1,076)
(5,341)	Proceeds from the sale of property plant and equipment, investment property and intangible assets	(1,576)
<b>(5,543)</b>		<b>(2,652)</b>

2011/12 (restated) £000	Net Cash Flow from Investing Activities	2012/13 £000
(7,819)	Purchase of property, plant and equipment, investment property and intangible assets	(10,738)
	- Purchase of short-term investments	(2,000)
466	Proceeds from the sale of property, plant and equipment, investment property and intangible assets	1,761
4,000	Proceeds from short-term and long-term investments	2,000
51	Other receipts from investing activities	153
	Capital grants received	638
<b>(3,302)</b>	<b>Net cash outflow from investing activities</b>	<b>(8,186)</b>

2011/12 £000	Net Cash Flow from Financing Activities	2012/13 £000
59,160	Cash receipts of short and long-term borrowing	18,000
2,937	Council Tax and NNDR adjustments	(1,219)
(1,203)	Repayments of short and long-term borrowing	(9,410)
<b>60,894</b>	<b>Net cash inflow from financing activities</b>	<b>7,371</b>

The 2011/12 'Adjustments to surplus or deficit on the provision of services for non-cash movements' and 'Net Cash flows from Investing Activities' have been restated by £31,000 (the former decreased and the latter increased) to correct a mis-stated cash flow movement in the 2011/12 Statement. There is no change to the overall net cash flow movement.



### **37. Certification and authorisation of the Accounts**

#### Statement of Accounts – unaudited draft authorised for issue

Signed

Date

J. BOWCHER

Borough Treasurer, Section 151 officer

#### Statement of Accounts – audited statement authorised for issue

Signed

Date

J. BOWCHER

Borough Treasurer, Section 151 officer

#### Statement of Accounts – audited and approved by Policy and Organisation Board

Signed

Date

COUNCILLOR M. HOOK

Leader of the Council

#### Statement of Accounts – approved by Policy and Organisation Board and authorised for publication

Signed

Date

J. BOWCHER

Borough Treasurer, Section 151 officer

## HRA INCOME AND EXPENDITURE STATEMENT

The HRA Income and Expenditure Statement shows the economic cost in the year of providing housing services in accordance with generally accepted accounting practices, rather than the amount to be funded from rents and government grants. Authorities charge rents to cover expenditure in accordance with regulations; this may be different from the accounting cost. The increase or decrease in the year, on the basis of which rents are raised, is shown in the Movement in Reserves Statement

2011/12 £'000		2012/13 £'000	2012/13 £'000
	<b>EXPENDITURE</b>		
2,919	Repairs & Maintenance	4,321	
2,892	Supervision & Management	3,124	
44	Rents, Rates, Taxes & Other Charges	151	
3,479	Negative HRA Subsidy Payable	0	
3,144	Depreciation, Impairment and Revaluation Losses of Non Current Assets	3,594	
60	Debt Management Costs	54	
0	Movement in the Allowance for Bad or Doubtful Debts	0	
57,029	Settlement Payment to the Government for HRA Self Financing	0	
<b>69,567</b>	<b>TOTAL EXPENDITURE</b>		<b>11,244</b>
	<b>INCOME</b>		
(11,357)	Dwelling Rents	(12,357)	
(246)	Non Dwelling Rents	(238)	
(540)	Charges for Services and Facilities	(775)	
<b>(12,143)</b>	<b>TOTAL INCOME</b>		<b>(13,370)</b>
<b>57,424</b>	<b>NET EXPENDITURE OR (INCOME) OF HRA SERVICES AS INCLUDED IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT</b>		<b>(2,126)</b>
	<b>HRA SHARE OF THE OPERATING INCOME AND EXPENDITURE INCLUDED IN THE COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT</b>		
15	Loss on the disposal of HRA Non-Current Assets		7
153	Payments to the Governments Housing Capital Receipts Pool		199
177	Interest Payable and Similar Charges		1,882
(7)	Interest and Investment income		(9)
211	Pensions Interest Cost and Expected Return on Pensions Assets		271
0	Investment Properties changes in Fair Value		(17)
<b>57,973</b>	<b>DEFICIT FOR THE YEAR ON HRA SERVICES</b>		<b>207</b>

2011/12 £'000	MOVEMENT ON THE HRA STATEMENT	2012/13 £'000	2012/13 £'000
(439)	Balance on the HRA at the end of the previous year		(603)
57,973	Deficit for the year on the HRA Income and Expenditure Account	207	
(58,137)	Adjustments between accounting basis and funding basis under statute	(736)	
(164)	Net (increase) before transfers to reserves		(529)
0	Transfers to Reserves		151
(164)	(Increase) in year on HRA		(378)
(603)	Balance on the HRA at the end of the current year		(981)

## NOTES TO THE HOUSING REVENUE ACCOUNT (HRA)

### 1. Local Government and Housing Act 1989

The Housing Revenue Account reflects a statutory obligation to maintain a separate revenue account for the provision of local authority housing in accordance with the Local Government and Housing Act 1989. This specifies the credit and debit items to be taken into account in determining the surplus or deficit on the HRA for the year.

The amounts included in the HRA differ from those included in respect of HRA services in the Income and Expenditure Account for the authority as a whole, which includes income and expenditure in accordance with the Code rather than in accordance with statutory and non-statutory proper practices.

The HRA statement has two parts in order to reconcile these two approaches

- HRA Income and Expenditure Statement – which shows in more detail the income and expenditure on HRA services included in the whole authority Surplus or Deficit on the Provision of Services (comprising as well as the amounts included in the whole authority Net Cost of Services for the HRA, the HRA's share of amounts included in the whole authority Net Service Cost but not allocated to individual services and the HRA's share of operating expenditure and income such as Pension Interest Costs and Expected Return on Pension Assets).
- Movement on the Housing Revenue Account Statement – which shows how the HRA Income and Expenditure Account surplus or deficit for the year reconciles to the movement on the Housing Revenue Account Balance for the year

The implementation of HRA reform from April 2012 following the settlement payment of £57.029 million to the government in March 2012 ended the subsidy system whereby the Council paid a net subsidy payment to the government. Although not required by the Code, the two comparative payments in 2011/12, for the buyout sum and subsidy payment, are shown separately on the face of the HRA income and Expenditure Statement on page 88 to aid transparency.

Following HRA reform, the depreciation charged to the HRA in 2012/13 has been based on the Major Repairs Allowance (MRA) used in the Government self-financing buyout determination. This is permissible during a transitional period while local authorities develop asset systems that will allow

componentised depreciation to become a real charge to the Housing Revenue Account

## 2. Adjustments between Accounting and Funding bases under regulations

<b>ADJUSTMENTS BETWEEN ACCOUNTING AND FUNDING BASES UNDER REGULATIONS</b>		
<b>2011/12</b>		<b>2012/13</b>
<b>£'000</b>		<b>£'000</b>
	<b>Items included in the HRA Income and Expenditure Account but excluded from the movement on HRA Balance for the year</b>	
(820)	Impairment and Revaluation Losses of Plant, Property & Equipment (PPE)	(1,232)
(15)	(Loss) on the disposal of HRA Non-Current Assets	(7)
0	Investment Properties changes in Fair Value	17
(153)	Contributions from the Capital Receipts Reserve to finance payments to the Governments Housing Capital Receipts Pool	(199)
(57,029)	Settlement Payment to the Government for HRA Self Financing	0
29	Capital Expenditure funded by the HRA	949
(37)	Net charges to Accumulated Absences Account	(3)
(362)	Net charges made for retirement benefits in accordance with IAS19	(490)
2,324	Depreciation transfer to Major Repairs Reserve	2,362
(2,324)	Depreciation transfer from Capital Adjustment Account	(2,362)
<b>(58,387)</b>		<b>(965)</b>
	<b>Items not included in the HRA Income and Expenditure Account but included in the movement on HRA Balance for the year</b>	
250	Employers contributions payable to the Local Government Pension Scheme and retirement benefits payable directly to pensioners	229
<b>250</b>		<b>229</b>
<b>(58,137)</b>	<b>Net additional amount required by statute to be credited to the HRA Balance for the year</b>	<b>(736)</b>

### 3. Charges for Services and Facilities

Charges are made for heating, water rates, warden services and for communal services supplied to leaseholders.

### 4. Housing Stock

The Council's housing stock, including shared ownership properties, was made up as follows:

31-Mar-12		31-Mar-13
	<b><u>Numbers</u></b>	
1,314	Houses	1,307
441	Bungalows	441
1,431	Flats	1,445
<b>3,186</b>		<b>3,193</b>
	<b><u>Analysis of bedroom type</u></b>	
1,557	1 bedroom	1,572
540	2 bedroom	535
1,004	3 bedroom	1,001
85	4 or more bedrooms	85
<b>3,186</b>		<b>3,193</b>
	<b><u>Analysis of stock by age</u></b>	
256	Pre 1945	268
1,310	1945 - 1964	1,315
659	1965 - 1974	634
961	1974 onwards	976
<b>3,186</b>		<b>3,193</b>

### 5. Value of Housing Revenue Account Property

This analysis shows the gross value and number of types of dwelling within the HRA. Council dwellings are valued at their Economic Use Value for Social Housing.

31-Mar-12		31-Mar-13	
Number (restated)	Value (restated) £'000	Number	Value £'000
<b><u>Operational Assets</u></b>			
2,970	102,072	2,966	105,816
221	3,542	220	3,650
748	925	706	995
1	33	1	33
<b>3,940</b>	<b>106,572</b>	<b>3,893</b>	<b>110,494</b>
<b><u>Non Operational Assets</u></b>			
1	12	1	29
	<b>106,584</b>		<b>110,523</b>

The 31 March 2012 number and value for Non Operational Assets have been restated from 2 and £84,000 respectively as a property was incorrectly included in this disclosure note for 2011/12.

The HRA asset base is valued annually – the 2012/13 stock valuation has been carried out by Savills (UK) Ltd on behalf of the Council and has been guided by the 'Stock Valuation for Resource Accounting: Guidance for Valuers – 2010' published by the Department for Communities and Local Government (DCLG) in January 2011 which requires the review of the housing stock to be undertaken at the commencement of the financial year 2012/13 on 1 April 2012.

The analysis below shows the value of dwellings within the HRA if they were sold on the open market with vacant possession and free from any legal or regulatory tenancies. The difference between the vacant possession value and the balance sheet value represents the economic cost to the government of providing Council Housing at less than market rents.

<b>31-Mar-12</b>	<b>31-Mar-13</b>
<b>£'000</b>	<b>£'000</b>
330,044 Dwellings	342,079
925 Other Land & Buildings	995
<b>330,969</b>	<b>343,074</b>

## 6. Major Repairs Reserve

The major repairs reserve is restricted to being applied towards new capital expenditure, the repayment of HRA debt and meeting liabilities under credit arrangements.

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
0 Balance at 1 April	0
2,324 HRA Depreciation	2,362
(2,324) HRA Capital Financed	(2,362)
<b>0 Balance at 31 March</b>	<b>0</b>

## 7. Housing Repairs

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
6,041 Expenditure on Repairs	7,834
4,565 Of which planned	5,538
75.5% % of Planned / Response	70.7%

£ 3.513 million of the 2012/13 expenditure (£3.695 million in 2011/12) on repairs was capital expenditure. The main categories of expenditure were a hostel conversion, sheltered scheme improvements, cladding and roofing works.

## 8. Capital Expenditure

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
2,603 HRA Properties - capital repairs & maintenance	2,416
268 LA Tenants Disabled Persons Grants	50
824 Adult Family Centre	1,047
57,029 Settlement Payment to the Government for HRA Self Financing	0
<b>60,724</b>	<b>3,513</b>

## 9. Capital Financing

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
2,324 Major Repairs Reserve	2,362
1,371 Borrowing	202
57,000 Borrowing for the Settlement Payment to the Government for HRA Self Financing	0
29 Revenue	949
<b>60,724</b>	<b>3,513</b>

## 10. Capital Receipts

Capital receipts from the sale of housing revenue account property in the year were as follows:

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
229 Right to Buy sales	582
0 Auction sales	0
0 Land sales	0
<b>229</b>	<b>582</b>

## 11. Depreciation and Impairments

The depreciation charged to the HRA has been based on the Major Repairs Allowance (MRA) used in the Government buyout determination for self- financing. The MRA may be used as a depreciation charge during a transitional period while local authorities develop asset systems that will allow componentised depreciation to become a real charge to the Housing Revenue Account.

<b>2011/12</b>	<b>2012/13</b>
<b>£'000</b>	<b>£'000</b>
2,324 Depreciation	2,362
<b>2,324</b>	<b>2,362</b>

The revaluation loss charged to the HRA in respect of reductions in the value the Council's housing stock which cannot be offset against a Revaluation Reserve balance was £1.232 million (£0.820 million in 2011/12)

2011/12 £'000	2012/13 £'000
820 Impairments	1,232
<b>820</b>	<b>1,232</b>

## 12. Subsidy

2011/12 £'000	2012/13 £'000
(5,604) Management & Maintenance	
(2,324) Major Repairs Allowance	
2 Interest on Receipts	Not
11,422 Rent Income	Applicable
(20) HRA Adjustment pre budget	
3 Adjustments for prior years	
<b>3,479</b>	<b>0</b>

The final year of the Housing subsidy system prior to HRA Self Financing was 2011/12 and the above table, although not required by the Code, is included for prior year information only.

## 13. Rent Arrears

2011/12 £'000	2012/13 £'000
151 Current Tenants	161
52 Former Tenants	42
1 Garages	1
<b>204</b> Total Rents	<b>204</b>
(11,622) Gross Rent Income	(12,605)
1.8% Arrears as a % of Gross Rent Income	1.6%

The provision for HRA bad debts at 31 March 2013 is £ 125,000 (£125,000 at 31 March 2012)



#### 14. Rent Income from Dwellings

2011/12 £'000		2012/13 £'000
(11,565)	Full rental income from dwellings	(12,627)
160	Less rent due on void properties	238
48	Write offs	32
<b>(11,357)</b>	<b>Total Rent Arrears</b>	<b>(12,357)</b>

#### 15. Service Charge Breakdown

Charges are made for heating, water rates, warden services and for communal services supplied to leaseholders. Service charge income is

2011/12 £'000		2012/13 £'000
(107)	Service Charges Leaseholders	(143)
(136)	Housing Care Care element of sheltered rent	(128)
(48)	Insurance Leaseholders insurance repayments	(43)
(18)	Water / Alarms Sheltered accommodation recharge	(69)
(4)	Court Costs From tenants	(6)
(21)	Service Charges Tenants	(87)
(46)	Management Non care element sheltered rent	(43)
(160)	Other	(256)
<b>(540)</b>		<b>(775)</b>

#### 16. Pensions

The following transactions have been included in the HRA Income and Expenditure Statement and the Adjustments between Accounting and Funding bases under regulations to the HRA Balance (note 2) with no net residual cost to the HRA.

2011/12 £'000		2012/13 £'000
	<b>Net Cost of Services</b>	
(99)	Current service costs and past service costs	(10)
	<b>Surplus or (Deficit) for the year on HRA Services</b>	
211	Pensions interest cost and expected return on Pensions Assets	271
	<b>Statement of Movement on the HRA Balance</b>	
(362)	Reversal of net charges made for retirement benefits in accordance with IAS19	(490)
	<b>Actual amount charged against Rents</b>	
250	Employers' contributions payable to scheme	229

**COLLECTION FUND**

<b>2011/12</b> <b>£'000</b>		<b>2012/13</b> <b>£'000</b>
<b>INCOME</b>		
(34,681)	Council Tax	(34,637)
	Transfers from General Fund	
(5,612)	Council Tax Benefits	(5,642)
(13,367)	Income collectable from Business Ratepayers	(14,502)
(286)	Contribution to previous years estimated deficit	-
<b>(53,946)</b>		<b>(54,781)</b>
<b>EXPENDITURE</b>		
39,967	Precepts and demands from County and District	40,163
	Business Rate	
13,284	Payment to National Pool	14,420
83	Costs of Collection	82
	Provision for Bad and Doubtful Council Tax Debts	
(202)	Write Offs	(78)
362	Provisions	249
	- Contribution to previous years estimated Collection Fund surplus	216
<b>53,494</b>	<b>TOTAL EXPENDITURE</b>	<b>55,052</b>
<b>(452)</b>	<b>MOVEMENT ON FUND BALANCE</b>	<b>271</b>
<b>COLLECTION FUND (SURPLUS) OR DEFICIT</b>		
394	(Surplus) / Deficit at 1 April	(58)
(452)	(Surplus) / Deficit for the year	271
<b>(58)</b>	<b>(Surplus) / Deficit at 31 March</b>	<b>213</b>

## NOTES TO THE COLLECTION FUND

### 1. The Collection Fund

This account represents the statutory requirement for billing authorities to maintain a separate Collection Fund and is consolidated within the Council's accounts.

Council tax is normally set before the financial year on the basis of estimates that would result in the Collection Fund balancing to zero. Inevitable changes in yield and assumptions about collectability during the year cause a surplus or deficit to arise on the fund at year end.

Any surplus or deficit in respect of Council Tax at the end of the year is, during the next year, distributed between the billing authority and the major precepting authorities in proportion to their precepts in the year that the surplus or deficit occurred.

### 2. Council Tax

Council Tax income is calculated by estimating the amount of income required from the Collection Fund for Hampshire County Council, Hampshire Fire and Rescue Authority, Hampshire Police Authority and Gosport Borough Council. This is then divided by the tax base and multiplied by the ratio shown below to give the council tax for each band of property.

The Council's tax base is the number of chargeable dwellings in each valuation band (adjusted for dwellings where discounts apply) converted to an equivalent number of band D dwellings, calculated as follows:

Band	Estimated Number of Taxable Properties after Discounts	Ratio Equivalent	Band D Dwellings
			£
A	4,758.3	6/9	3,172.2
B	10,792.8	7/9	8,394.4
C	7,650.9	8/9	6,800.8
D	4,203.7	9/9	4,203.7
E	1,726.7	11/9	2,110.4
F	1,245.7	13/9	1,799.3
G	295.0	15/9	491.7
H	4.8	18/9	9.5
			<hr/> 26,982.0
			Plus MOD contributions in lieu 836.6
			Less allowance for losses on collection (326.6)
			Add second homes adjustment 239.0
			<hr/> <b>Tax Base for 2012/13 27,731.0</b>
			<hr/> Tax base for 2011/12 27,595.1

The Band D Council Tax for a Gosport property in 2012/13 was £202.81 (£202.81 in 2011/12)

### 3. Non-Domestic Rateable Value

The NNDR multiplier for the year was 45.8 pence (43.3p in 2011/12). The total non-domestic rateable value at the year-end was £39,434,780. (£40,437,145 in 2011/12).

#### 4. Precepts and Demands

<b>31-Mar-12</b>	<b>31-Mar-13</b>
<b>£'000</b>	<b>£'000</b>
28,640 Hampshire County Council	28,781
1,694 Hampshire Fire & Rescue Authority	1,702
4,036 Hampshire Police Authority	4,056
5,597 Gosport Borough Council	5,624
<b>39,967</b>	<b>40,163</b>

#### 5. Distribution of the previous years estimated (deficit) or surplus on the Collection Fund

<b>31-Mar-12</b>	<b>31-Mar-13</b>
<b>£'000</b>	<b>£'000</b>
(205) Hampshire County Council	155
(12) Hampshire Fire & Rescue Authority	9
(29) Hampshire Police Authority	22
(40) Gosport Borough Council	30
<b>(286)</b>	<b>216</b>

The precepting authorities contributed £286,000 in 2011/12 and received £216,000 in 2012/13 towards and from the estimated deficit and surplus balances on the Collection Fund, respectively.

#### 6. Accounting for the Collection Fund balance

##### Council Tax

The Code requires that the Council Tax included in the Comprehensive Income and Expenditure Account is the accrued income for the year rather than, as previously, the amount included under regulations comprising the approved annual precept plus or minus the estimate of the Collection Fund surplus or deficit made at the previous 15<sup>th</sup> January. The difference between the accrued amount and the amount required to be included under regulations (the precept plus estimated Collection Fund surplus or deficit) is adjusted through the Collection Fund Adjustment Account and as a reconciling item in the Movement in Reserves Statement.

The Code recognises that the collection of Council Tax is in substance an agency arrangement with the cash collected by the billing authority belonging proportionately to the billing authority and major preceptors. There is therefore a debtor / creditor position between the billing authority and major preceptors at the year end and this position is recognised in their respective balance sheets.

The following amounts are included in the balance sheet

<b>31-Mar-12</b> <b>£'000</b>	<b>31-Mar-13</b> <b>£'000</b>
<u>Debtors</u>	
1,268 Hampshire County Council	1,488
75 Hampshire Fire & Rescue Authority	88
179 Hampshire Police Authority	217
256 Gosport Borough Council	262
-8 <u>Collection Fund Adjustment Account</u>	29
<b><u>1,770</u></b>	<b><u>2,084</u></b>

#### Non Domestic Rates

The Code recognises that the collection of National Non Domestic Rates by billing authorities is undertaken under an agency arrangement and is to be accounted for accordingly.

Therefore, NNDR income billed and collected, associated impairment allowances, debtor and creditor balances and cash flows are not assets and liabilities of the billing authority and are not recognised in the billing authority's financial statements as such.

Under the Code, the correct debtor / creditor position that is recognised in the billing authority's balance sheet is the net amount of cash collected from NNDR taxpayers that has either not yet been paid to the government or which has been overpaid to the government.

The cost of collection allowance received by billing authorities continues to be included as income in Comprehensive Income and Expenditure Statement.

The following amount is included in the 2012/13 accounts in respect of the above transactions.

<b>31-Mar-12</b> <b>£'000</b>	<b>31-Mar-13</b> <b>£'000</b>
<u>NNDR National Pool</u>	
304 Creditor (owing by the Council to the National Pool)	-
- Debtor (owing to the Council from the National Pool)	645
<b><u>304</u></b>	<b><u>645</u></b>

From 1 April 2013, the Council the new national Business Rate Retention scheme comes into force. This is noted further in the Explanatory Foreword and Note 36, Events after the Balance Sheet Date.

**GOSPORT BOROUGH COUNCIL****DRAFT ANNUAL GOVERNANCE STATEMENT 2012/13****Scope of responsibility**

Gosport Borough Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards; that public money is safeguarded and properly accounted for; and is used economically, efficiently and effectively. Gosport Borough Council also has a duty under the Local Government Act 1999 to make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

In discharging this overall responsibility, Gosport Borough Council is responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk.

Gosport Borough Council has completed the Corporate Governance Compliance Checklist which is consistent with the principles of the CIPFA/SOLACE Framework Delivering Good Governance in Local Government.

This statement explains how Gosport Borough Council has complied with the Code and also meets the requirements of Regulation 4(3) of the Accounts and Audit Regulations 2011.

**The purpose of the governance framework**

The governance framework comprises the systems and processes, and culture and values, by which the authority is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authority to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost-effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level. It cannot eliminate all risk of failure to achieve policies, aims and objectives and can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of Gosport Borough Council's policies, aims and objectives to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework has been in place at Gosport Borough Council for the date of approval of the 2012/13 Statement of Accounts.

**The governance framework**

Our governance framework derives from six core principles identified in a 2004 publication entitled The Good Governance Standard for Public Services. This was produced by the Independent Commission on Good Governance in Public Services - a commission set up by the Chartered Institute of Public Finance and Accountancy (CIPFA), and the Office of Public Management. The Commission utilised work done by, amongst others, Cadbury (1992), Nolan (1995) and CIPFA/SOLACE (2001). These principles were adapted for application to local authorities and published by CIPFA in 2007. The six core principles are:

1. Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area;
2. Members and officers working together to achieve a common purpose with clearly defined functions and roles;

3. Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour;
4. Taking informed and transparent decisions which are subject to effective scrutiny and managing risk;
5. Developing the capacity and capability of members and officers to be effective; and
6. Engaging with local people and other stakeholders to ensure robust public accountability.

The key elements of each of these core principles are as follows:

**Focusing on the purpose of the authority and on outcomes for the community and creating and implementing a vision for the local area.**

The Sustainable Community Strategy sets out Gosport's 2026 Vision which has been developed in parallel with the Local Development Framework (which sets out future land use in the Borough).

The Sustainable Community Strategy will be refreshed annually and fully reviewed every three to five years.

Good news was announced regarding the creation of an Enterprise Zone at Daedalus to bring businesses and jobs to the area (more details from [www.solentez.co.uk](http://www.solentez.co.uk)).

The opening of the new Gosport Leisure Centre (more details from [Gosport Leisure Centre](#)).

The opening of a new Family Centre in July 2012 the previously sheltered housing complex Agnew House containing 55 accommodation units of varying sizes.

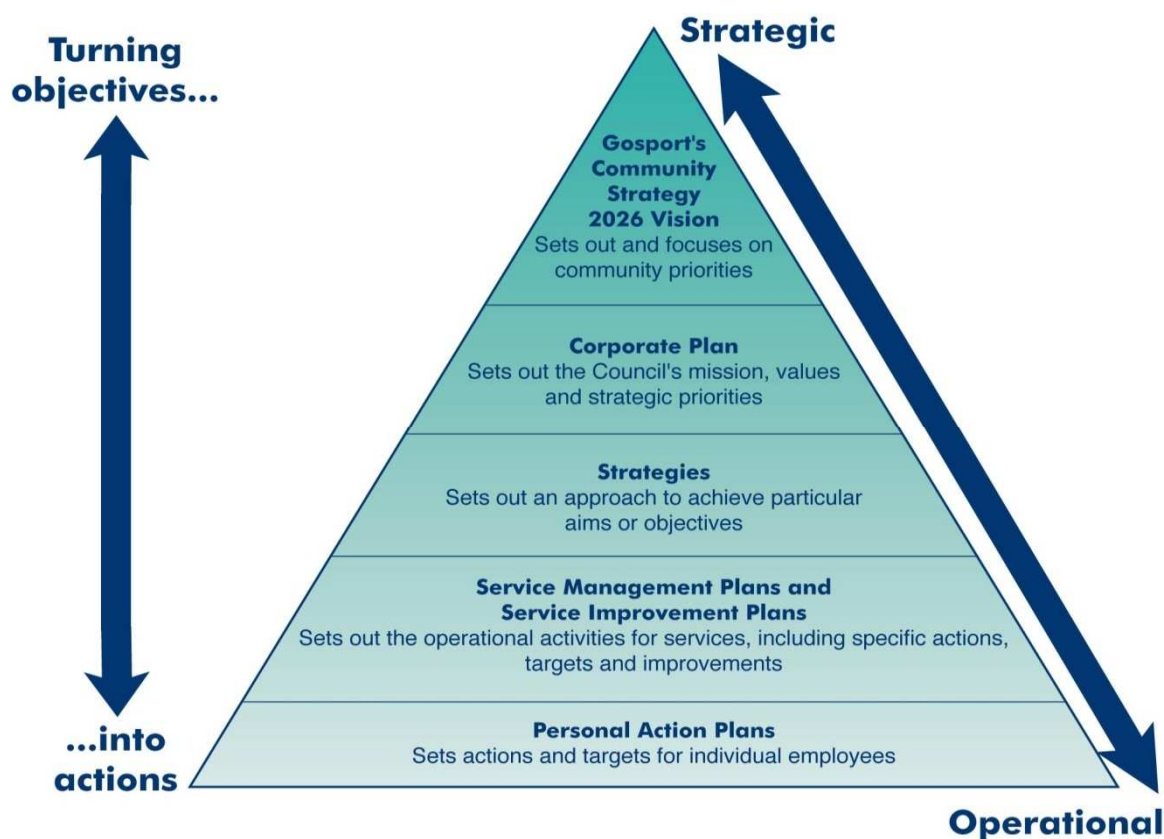
The first stage of the consultation process on the Local Plan was made available to the public in December 2012.

The Council's Corporate Plan sets out Gosport Borough Council's Mission and Values which will help us provide quality service delivery. The Corporate Plan also identifies the Council's strategic priorities (People, Places, Prosperity and Pursuit of Excellence), which are based on a combination of factors including what matters most to local people, national priorities set by the Government and the challenges from Gosport's changing social, economic and environmental context.

The Council's mission is:

***"To work with our community to improve everyone's quality of life and deliver a sustainable future for the Borough."***

The diagram sets out the various links in the process of establishing and monitoring the achievements of the Council's ambitions, and shows the links between the Community and Corporate Plan which then feed into, and are informed by, strategies, service action plans and individual personal action plans:



The Council continues to have a well-developed Performance Management Framework (performance information & actions) which has continued to be enhanced within Covalent (software) and an additional risk module has been added to assess both operational and strategic risks within this package.

The Overview & Scrutiny Committee and key officers monitor and scrutinise progress against targets and performance in priority areas effecting relevant service areas, and consider corrective action where necessary, on a quarterly basis.

The Council maintains an objective and professional relationship with external auditors (new External Auditors appointed 1.10.12 – Ernst & Young LLP taking over from the Audit Commission) and statutory inspectors, as evidenced by the Annual Governance Report.

Through reviews by external auditors, external agencies and internal audit, the Council constantly seeks ways of ensuring the economical, effective and efficient use of resources, and for securing continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.

The Council's Corporate Procurement Strategy (to be reviewed in 2013/14) continues to provide a consistent strategic framework within which to undertake and continuously develop procurement to deliver the Council's corporate objectives, to improve performance and deliver efficiencies. The Strategy encompasses the policy objectives of the National Procurement Strategy and adapts and prioritises them to meet the Council's local context. The Strategy recognises that the Council cannot achieve its objectives alone and emphasises the need to work in collaboration with public, private, social enterprise and voluntary sector partners. A core theme throughout the Strategy is the Council's commitment to social, economic and environmental sustainability.

The Council reviewed its Financial Procedure Rules and Contract Procedure Rules in 2011/12 and these are, incorporated in the Council's Constitution.

Risk Management is monitored by the Corporate Risk Management Group, which meets approximately four times a year. The Group reviews risk arrangements and advises Management Team on risk issues within the Council and on existing and planned risk controls. In addition, the



Council (this was a county wide review) was examined against their insurers (Zurich) risk management standards with the overall conclusion of adequate. There were areas of improvement and small groups are working to improve these prior to the next inspection in October 2013.

Operational and strategic Risks are reported by use of risk registers. Each section is required to update its own register. These registers are now held and managed on the Covalent system as previously mentioned.

**Members and Officers working together to achieve a common purpose with clearly defined functions and roles**

The Constitution sets out how the Borough Council operates, how decisions are made and the procedures that are followed to ensure that these are efficient, transparent and accountable to local people. The introduction of the Local Government Act 2000 made it the duty of every Council to review their political management structures. As part of the review Councils were required to consider the type of structure to be adopted and were given a choice of four models from which to choose. Councils with a population of less than 85,000 were offered the opportunity to adopt 'alternative arrangements' or what is sometimes referred to as the 'fourth option', and this is the option that was approved by Gosport Borough Council in 2000.

The option to employ 'alternative arrangements' allows the Council to retain a Committee structure for making decisions but together with a system that allows other Councillors to scrutinise decisions that have been made. Members of the Policy and Organisation Board are disqualified from membership of the twelve strong Overview and Scrutiny Committee. There were five meetings of the Overview and Scrutiny Committee in the year.

Decisions are made by Boards and Sub-Boards of the Council with the following having the responsibility for the majority of decision making:

***Council***  
***Policy and Organisation Board***  
***Community Board***  
***Economic Development Board***  
***Regulatory Board***  
***Licensing Board***

As the Regulatory Board deals only with planning applications and the Licensing Board with Licensing matters the law does not allow their work to be scrutinised by other Councillors. This is because the decisions made by these Boards are already subject to an appeal process, either through an independent inspector or the courts.

In addition to the Boards, there is also a Standards and Governance Committee in place to promote and maintain the highest standards of conduct by members and officers of the Council. This Committee comprises eight Councillors. Additionally, an Assessment Committee comprising three Councillors of the Standards and Governance Committee have delegated powers to determine allegations of failure to comply with the Council's Code of Conduct, in accordance with the Council's arrangements for dealing with such allegations.

Officers give advice, implement decisions and manage the day-to-day delivery of its services. Some officers have specific duties to ensure that the Council acts within the law and uses its resources wisely. A code of practice governs the relationship between officers and members of the Council. In

certain circumstances, senior and other officers of the Council can make decisions under delegated authority, as detailed in the Borough's Constitution.

The Council Management Team (CMT) meet weekly to develop policy and strategic issues commensurate with the Council's aims, objectives and priorities. CMT also considers other internal control issues, including risk management, performance management, compliances, efficiency and financial management. Four CMT sub-groups, Corporate Risk, Organisation, C3 (communications) and the Equalities & Diversity Group are in place to consider specific areas of work. The Leader and Deputy Leader of the Council hold weekly meetings with the Chief Executive Officer to review progress in achieving the Council's objectives, priorities for action, performance management and forward planning for major issues.

Pre-Agenda meetings are held for the Service Boards three weeks before the meeting of the Board. The Chairman of the Board will be present at Pre-Agenda meetings along with relevant officers of the Council. At the Pre-Agenda meeting the Chairman will consider a list of items that it has been proposed to take forward to the Board meeting and will make a decision on whether each item in his opinion should be placed on the final Agenda, decided under the delegated powers approved by Council or referred to the Overview and Scrutiny Committee. Following such Pre-Agenda meetings all Members of the Council are furnished with a Key Decision List of items allowing four working days from publication to call in an item for scrutiny. Informal briefings are also held for the Chairmen of the Regulatory Board and Licensing Board shortly before the Board meeting.

Information that would be of benefit to other members of the Council staff is disseminated through regular meetings between Line Managers and the relevant Unit manager, and then through to the rest of the unit via monthly section meetings.

The Council has also adopted a number of codes and protocols that will govern both member and officer activities. These include:

- Code of Conduct for Members of Gosport Borough Council
- Code of Conduct for the Guidance of Employees
- Code of Conduct for Councillors in the Regulatory Process
- Protocol for Councillor/Officer Relationships
- Anti-Fraud and Corruption Policy (including Bribery)
- Whistle Blowing Policy
- Protocol on Principles of Scrutiny

**Promoting values for the authority and demonstrating the values of good governance through upholding high standards of conduct and behaviour**

It is the shared responsibility of the Chief Officers (primarily the Monitoring Officer (the Borough Solicitor & Deputy Chief Executive) and Chief Executive) and the Personnel section to ensure compliance with established policies, procedures, laws and regulations. Issues of conduct and governance must often be considered by the Standards and Governance Committee, in which case a report and recommendations are prepared by the Monitoring Officer. All posts within the authority have a detailed job specification and training needs are identified on an on-going basis and also through the six-monthly Appraisal and Personal Development Scheme.

The Gosport & Fareham Building Control Partnership received achievement for "Best Partnership", from the LABC South East Building Excellence Awards.

The financial management of the Authority is conducted in accordance with the financial rules set out in the Constitution and underpinned with Financial Procedure Rules. The Council has designated the

Borough Treasurer as Chief Finance Officer in accordance with Section 151 of the Local Government Act 1972.

The Council operates an Internal Audit section, which operates to the standards set out in the 'Code of Practice for Internal Audit in Local Government in the UK'. This section continues to operate successfully under a partnership arrangement with Eastleigh Borough Council.

Service Action Plans are regularly updated by Unit and Line Managers and are a standing item on monthly team meetings. These plans incorporate Corporate Plan requirements into service activities, so that staff know what they are required to do to achieve the Council's priorities and ambitions.

**Taking informed and transparent decisions which are subject to effective scrutiny and managing risk**

As the Council chose to adopt 'alternative arrangements' following publication of the Local Government Act 2000, a Board/Committee structure is in place and each party is represented proportionally on each Board and Committee according to the number of seats held. Consequently the Council enjoys a high level of transparency when it comes to decision making and any Member of the Council is afforded the right to sit on the Boards if they are nominated for such a position at the commencement of the Municipal Year.

The Overview and Scrutiny Committee will accept and investigate formal requests for scrutiny and receive selected policies and strategies for review throughout the year.

The Standards and Governance Committee promotes monitors and enforces probity and high ethical standards amongst the Members, as well as providing a vessel for audit, risk and compliance issues to be considered. Training for the Committee Members is planned for 2013/14.

**Developing the capacity and capability of members and officers to be effective**

A designated Members' Portal covers a wide range of useful materials and guidance information is available for Members and staff to view on the intranet system. This resource enables the Council to better provide for Members the opportunity to locate important stored information and data. Within the Portal is the Members' Information Pack which provides Members with detailed corporate, strategic and financial information as well as relevant policies and other useful information such as floor plans and complaints guidance.

New Members are provided with an induction training programme to prepare them for their new role, commencing with an induction evening hosted by the Chief Executive, Borough Solicitor & Deputy Chief Executive and Borough Treasurer that covers topics such as the role of the councillor, finance, standards, code of conduct and major projects. A rolling programme of topical briefings such as those on economic prosperity, crime reduction, local government finance and making decisions on planning and licensing issues are held throughout the year to correlate with the Board cycle.

There is a wide range of further training opportunities available to Members to increase their knowledge base from skills development (e.g. chairing skills, dealing with challenging people and media and image) to need-to-know subjects (e.g. Code of Conduct, planning issues and scrutiny) detailed in the 'Training Opportunities for Members' booklet within the Members Information Pack.

**Engaging with local people and other stakeholders to ensure robust public accountability**

Local government is accountable and transparent in a number of ways. Elected local authority members are democratically accountable to their local area and this gives them a clear leadership

role in building sustainable communities. All members must account to their communities for the decisions they have taken and the rationale behind those decisions. All authorities are subject to external review through the external audit of their financial statements. They are required to publish their financial statements and are encouraged to prepare an annual report. Many are subject to national standards and targets. Their budgets are effectively subject to significant influence and overview by government, which has powers to intervene. Both members and officers are subject to codes of conduct. Additionally, where maladministration may have occurred, an aggrieved person may appeal either through their local councillor or directly to the Ombudsman.

### **Review of effectiveness**

Gosport Borough Council has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the senior managers within the authority who have responsibility for the development and maintenance of the governance environment, the Head of Internal Audit's annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

The process that has been applied in maintaining and reviewing the effectiveness of the governance framework includes:

1. The Borough Solicitor & Deputy Chief Executive (the "Monitoring Officer") has a duty to monitor and review the operation of the Constitution to ensure its aims and principles are given full effect. The Council reviews the Constitution regularly to incorporate any necessary changes.
2. The Council has an Overview and Scrutiny Committee. They can establish sub-groups, which can look at particular issues in depth, taking evidence from internal and external sources, before making recommendations to the Board/Council.
3. Internal Audit is responsible for monitoring the quality and effectiveness of systems of internal control. A risk model is used to formulate a three-year plan from which the annual workload is identified. The reporting process for Internal Audit requires a report of each audit to be submitted to the relevant service manager. The report includes recommendations for improvements that are included within an action plan (and are graded as critical, essential, important & advisory) and requires agreement or rejection by service managers. The process includes follow-up reviews of recommendations to ensure that they are acted upon, usually within six months.
4. An Internal Audit Annual Report is taken to the Standards & Governance Committee (as per the Accounts and Audit Regulations 2011) and this provides the overall opinion on the Council's internal control environment. This report is available through the following link [Standards and Governance Committee Agenda 20.6.13](#)

The Standards & Governance Committee also received Internal Audit monitoring reports throughout 2012/13.

Internal Audit reviews and computer-based assignments had been undertaken in accordance with the risk index previously agreed with Members and the Council's external auditors.

**Significant governance issues**

The following governance issues were identified during 2012/13 as a result of the review of arrangements and by the work of external and internal audit.

NO	ISSUE	ACTION/PROGRESS TO DATE
1	Continue to improve and enhance the controls and management information throughout the financial suite that the Council operates.	Following the internal fraud, discovered in July 2011, this area has had significant internal audit scrutiny and improved and added controls have been introduced to mitigate further risk exposure.
2	A reducing workforce.	Management to be aware of the loss of knowledge and expertise and short term pressure on the internal control environment.
3	To continue to identify efficiencies within the Council's operations to ensure continued value for money	Working with management to review those areas with opportunities to re-engineer and effectively deliver with reduced resources.
4	New major contracts with three new suppliers (Environmental & Housing).	Management and internal audit to continue its overview within the year to ensure strong governance arrangements are in effectively operating with each of the contractors.
5	Ensure compliance with all new and updated legislation and guidance from Central Government.	To monitor closely all the amendments to both legislation and guidance in all areas and ensure compliance.

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

Signed .....

.....

**Leader of the Council**

**Chief Executive**

## GLOSSARY OF TERMS

Accounting Period	The period of time covered by the accounts, normally a period of twelve months, commencing on 1 April for local authority accounts
Accounting Policies	The principles, bases, conventions, rules and practices that specify how the effects of transactions and other events are to be reflected in financial statements. Include <ul style="list-style-type: none"> <li>▪ recognising</li> <li>▪ selecting measurement bases</li> <li>▪ inclusion of assets, liabilities, gains, losses and changes to reserves</li> </ul>
Accruals	The recognition of income and expenditure as it is earned or incurred, as opposed to when cash is received or paid.
Agency Services	Services performed by or for another authority or public body, where the principal (the authority responsible for the service) reimburses the agent (the authority doing the work) for the cost of the work carried out
Actuary	An expert on pension scheme assets and liabilities
Asset	Something the Council owns that has a value ie premises, property, vehicles, equipment, cash or a debt
Balance Sheet	A statement of the recorded assets, liabilities and other balances at the end of an accounting period
Billing Authority	A local authority empowered to set and collect council tax, and manage the collection fund, on behalf of itself and local authorities in its area
Budget	A financial statement that expresses the Council's service delivery plans and capital programme in monetary terms
Capital Expenditure	Expenditure on the acquisition of a non-current asset or, expenditure which adds to and not merely maintains the value of an existing non-current asset. The asset may not be owned by the authority. Expenditure that does not fall within this definition must be charged to a revenue account.
Capital Receipts	Proceeds from the sale of fixed assets. Capital receipts cannot be used to fund revenue services.
Collection Fund	The separate fund, administered by billing authorities, recording the expenditure and income relating to Council Tax and Non Domestic Rates
Componentisation	The identification and recording of the components of an asset in order to more accurately charge depreciation - includes the separate identification and derecognition of components as they are replaced.
Contingent Assets	A possible asset that arises from past events which may be confirmed by the occurrence or non-occurrence of an uncertain future event not wholly within the control of the authority
Contingent Liabilities	A possible obligation that arises from past events which may be confirmed by the occurrence or non-occurrence of an uncertain future event not wholly within the control of the authority
Creditors	Amounts owed by the Council for goods and services received, but not paid for at the end of the financial year
Debtors	Amounts owed to the Council for work or services rendered but not paid for by the end of the financial year.
Deferred Liabilities	Liabilities payable beyond the next year at some point in the future or paid off by an annual sum over a period of time
Deferred capital receipts	Amounts from the sale of assets, which will be received in instalments over agreed periods of time
Depreciation	The measure of the wearing out, consumption, or other reduction in the useful economic life of a fixed asset
Expenditure	Amounts paid by the authority for goods received or services rendered of either a capital or revenue nature. This does not necessarily involve a cash payment since expenditure is deemed to have been incurred once the goods or services have been received even if they have not been paid for

Fair Value	The concept of fair value in asset valuation is used throughout the IFRS based Code. IFRS does not have a consistent definition of fair value and different definitions apply in different circumstances
Financial Instruments	Any item that will cause the Council to receive or pay money. Generally considered to be treasury management related but also include certain debtors and creditors but not with a statutory basis
Fixed Assets	Tangible or intangible assets that yield benefit to the Council for more than one year. They can be further classified into <ul style="list-style-type: none"> <li>▪ Property, Plant and Equipment</li> <li>▪ Heritage Assets</li> <li>▪ Investment Property</li> <li>▪ Intangible Assets</li> </ul> Also known as Long Term or Non- Current Assets
General Fund	The main revenue fund of the Council, it includes income and expenditure on the Council's day to day activities – excluding those of the Housing Revenue Account
Heritage Assets	Assets with historical, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture
Housing Revenue Account (HRA)	The account which shows the income from and expenditure on the provision of council housing. Other services are charged to the general fund
Impairment	A reduction in the value of a non-current asset below its carrying amount in the balance sheet. At the end of each reporting period, an assessment of assets must take place to identify any potential impairments
International Financial Reporting Standards (IFRS)	IFRS advise on the accounting treatment and disclosure requirements of transactions so that the Statement of Accounts “present a true and fair view” of the financial position of the Council and enable consistency and comparison of accounts
Income	Amounts due to the Authority for goods supplied or services rendered of either a capital or revenue nature. This does not necessarily involve cash being received since income is deemed to have been earned once the goods or services have been supplied even if cash has not been received
Intangible Assets	Assets that do not have a physical form ie software and licences
Investment Properties	Properties that are held solely for appreciation or income generation
Leases - General	Where a rental is paid for the use of an asset for a specified period of time. There are two forms of lease – finance and operating. The lessor leases the asset to the lessee. The Council is both lessee and lessor
Leases - Finance Lease	A lease or lease type arrangement whereby the risks and rewards of ownership are considered to be borne by the lessee and therefore the asset concerned is included on the lessee's balance sheet
Lease - Operating Lease	Any lease or lease type arrangement which is not a finance lease. The assets concerned remain on the lessors balance sheet and the payments or income are dealt with as revenue income or expenditure
Liabilities	Amounts due to individuals or organisations payable at some time in the future. Current liabilities are usually payable within one year of the balance sheet date
Major Repairs Allowance (MRA)	The MRA was a government grant for capital expenditure to maintain the housing stock to a good standard. Now being phased out during a transitional period of conversion to fully componentised depreciation accounting
Major Repairs Reserve (MRR)	This reserve is restricted to being applied towards new capital expenditure, the repayment of HRA debt and meeting liabilities under credit arrangements
Minimum	The minimum amount that the council must charge to the revenue account in the

Revenue Provision (MRP)	year in respect of the repayment of principal of borrowing for capital purposes
National Non Domestic Rates (NNDR)	The rates paid by businesses, collected by the billing authorities and then paid over to the government. Business rates are pooled nationally and a share is given back to local authorities. From April 2013, this system has been superseded by the Business Rates Retention scheme.
Pensions - Actuarial Gains & Losses	For a defined benefit pension scheme, the changes in actuarial deficits or surpluses that arise because: <ul style="list-style-type: none"> <li>▪ events have not coincided with previous actuarial assumptions</li> <li>▪ the actuarial assumptions have changed</li> </ul>
Pensions - Current Service Cost	The increase in the present value of the pension scheme liabilities expected to arise from employee service in the current period.
Pensions - Expected Rate of Return on Assets	The average rate of return expected over the remaining life of the related obligation on the actual assets held by the pension scheme.
Pensions - Interest on Pension Scheme Liabilities	The expected increase during the period in the present value of the scheme liabilities because the benefits are one year closer to settlement.
Pensions - Past Service Cost	Discretionary benefits awarded on early retirement are treated as past service costs
Pensions – Strain on Pension Fund Contribution	Pension strain is a concept for the management of the pension fund finances arising from an employee retiring early, without actuarial reduction of pension. This causes lost contribution income and creates an interest cost arising from the associated earlier, increased cash flow
Precepts	The method by which a non-charging authority obtains the income it requires by making a levy on the appropriate charging or billing authorities. Billing authorities, such as Gosport, will themselves precept on the Collection Fund to obtain their own income.
Provision	An amount held in a reserve for a liability of uncertain timing or amount
Revenue Contribution	The method of financing capital expenditure directly from revenue
Revenue Expenditure	Expenditure incurred on the day to day running of the Council. This includes employee costs, general running expenses and capital financing costs
Revenue Support Grant	A central government grant paid each year as a general contribution towards the cost of the Council's services
Usable Reserves	Reserves that the council may use to provide services, subject to the need to maintain a prudent level of reserves and any statutory limitations (for example the Capital Receipts Reserve can only be used fund capital expenditure)
Unusable Reserves	Reserves that are not used to provide services - but that represent <ul style="list-style-type: none"> <li>▪ unrealised gains and losses (ie where amounts would only become available to provide services if the assets are sold) and</li> <li>▪ timing differences shown in the Movement in Reserves Statement line 'Adjustments between accounting basis and funding basis under regulations' (ie depreciation)</li> </ul>



## AGENDA ITEM NO. 08

<b>Board/Committee:</b>	POLICY & ORGANISATION BOARD
<b>Date of Meeting:</b>	25 SEPTEMBER 2013
<b>Title:</b>	BUDGET STRATEGY 2014/15
<b>Author:</b>	BOROUGH TREASURER
<b>Status:</b>	FOR DECISION

### **Purpose**

To consider the strategy for preparation of the General Fund budget and Capital Programme for the next financial year in the light of the Medium Term Financial Strategy 2013-2018 approved by the Board in June 2013 and the current national and local financial situation.

### **Recommendation**

That the Board note the Council's current financial position and agrees the Budget Strategy set out in Section 2 and Appendix A that will be used in the preparation of the budget for the 2014/15 financial year.

#### **1 Background**

- 1.1 The Council has to prepare a budget for General Fund services in order to ascertain the amount required to be raised from Council Tax.
- 1.2 The Council's Medium Term Financial Strategy (MTFS) considered by the Board in June indicated that the reductions necessary to the Council's projected General Fund budget assuming no increase in current Council Tax levels incorporating latest inflation projections were estimated to be approximately £564,000 in 2014/15 with a further £719,000 for the 3 years from 2015/16. The MTFS did however draw attention to the fact that these figures were based on what was considered the best projection at that time and that there was a lot of uncertainty regarding future levels of exchequer support, inflation and interest rates. Indeed latest information appears to suggest that there is a significant downside risk relating to 2015/16 in particular whereby the savings required might be significantly more than the £459,000 estimated within the Strategy.
- 1.3 The estimated savings required as outlined above are primarily the result of a significant reduction in the Central Government Grant it is estimated will be received. The provisional grant settlement for 2014/15 for revenue support grant and business rates retention indicated an overall funding reduction of £703,000 and estimates for 2015/16 and later years, while remaining very uncertain, are that further reductions of £333,000 in 2015/16 and £35,000 in both 2016/17 and 2017/18 will occur. The position does remain both uncertain and complex and the reduction in Central Government Grant may be at least partly offset by a higher level of Business

Rates collected for which a prudent budget has been set.

## **2 Budget Strategy 2014/15**

- 2.1 Budget preparation will initially be in accordance with previous policy i.e. “zero-based” wherever possible and new bids will be minimised. Maintenance proposals will be in accordance with Asset Management Plan requirements.
- 2.2 General inflation is expected to continue above 2% during 2014/15, although it should be noted that pay inflation is expected to be lower.
- 2.3 Capital projects within the Capital Programme have been considered in terms of priority and affordability. The proposed levels of capital expenditure relating to the improvements to Housing Stock will be advised by the HRA Business Plan. The proposed Capital Programme 2014/15 to 2016/17 is attached (Appendix A).
- 2.4 Whilst the Council’s policy is that annual Council Tax rises should not exceed 2.5%, the final decision on the Council Tax will be taken by the Council next February after budget requirements and final Grant figures are confirmed. It should also be noted that the Government has indicated the limit for a Council tax increase above which a referendum is required will be 2% for both 2014/15 and 2015/16.

## **3 Savings & Efficiencies**

- 3.1 A significant part of the Council’s response to the severe budget pressures faced in recent years has been a drive for increased efficiencies and savings. A number of service reviews have already been undertaken late in 2012/13 and early this financial year which will make a significant contribution to the savings required in 2014/15.
- 3.2 Gosport has a track record of innovation and partnership working; many examples of joint working already exist and others will continue to be explored as and when opportunities arise. The Council will continue to seek opportunities to deliver services more efficiently through outsourcing, partnership and joint working.
- 3.3 Spend-to-save initiatives are an essential tool in managing future commitments down. Efficiencies sought as part of our strategy will continue to include:
  1. Carbon reduction (L)
  2. Collaboration/partnership working (M)
  3. Improvements in the way that we procure goods & services (M)
  4. Staffing reviews linked to succession plans, natural turnover and voluntary redundancies/retirements. (M)
  5. Reduction of administration and support service costs (linked to 2, 3, 4, and improved business systems). (M)

6. Rationalisation of asset use e.g. raising capital receipts to offset the impact of new capital investment. (H)

(Risk assessment impact criteria have been used to indicate potential annual savings (H/M/L), where High = over £100,000; Medium = £50 – 100,000; Low = less than £50,000).

#### **4 Risk Assessment**

- 4.1 Risk areas associated with the budget are outlined in the Council's Budget Book. The changes to the financing of Local Government introduced in the current year has resulted in an increase in risk borne by councils in such areas as Business Rate Retention, changes to Housing Benefit Reform and the new Council Tax Support Scheme (previously Council Tax Rebates). As a result of these and the continuing uncertainty relating to the economy it is considered essential that a prudent Budget Strategy is adopted.

#### **5 Conclusion**

- 5.1 Preparation of the General Fund budget for 2014/15 has begun against a backdrop of further pressure on resources, both nationally and locally. There remains considerable uncertainty regarding the level of external grants and business rate income likely to be received by the Council. This report indicates the key underlying principles that will be adopted in order to prepare a draft budget that results an increase of no more than 2.5% to the Council Tax rates levied for the Borough Council's requirements.

<b>Financial Services comments:</b>	See report
<b>Legal Services comments:</b>	Set out in the report
<b>Crime and Disorder:</b>	Nil
<b>Equality and Diversity:</b>	Nil
<b>Service Improvement Plan implications:</b>	No direct implications
<b>Corporate Plan:</b>	Nil
<b>Risk Assessment:</b>	See paragraph 3.1
<b>Background papers:</b>	Medium Term Financial Strategy 2013-18
<b>Appendices/Enclosures:</b>	
Appendix 'A'	The Capital Programme 2014/15-2016/17
<b>Report author/ Lead Officer:</b>	Julian Bowcher

**CAPITAL PROGRAMME 2013/14 TO 2016/17  
COMMUNITY BOARD - HOUSING (HRA)**

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000
1	LA Tenants Disabled Persons Grant	E	-	50	50	50	50
2	Improvements to Housing Stock	E	-	3,500	3,435	3,510	3,590
	<b>Board Total</b>			<b>3,550</b>	<b>3,485</b>	<b>3,560</b>	<b>3,640</b>

Local Resources			
2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
50	50	50	50
3,500	3,435	3,510	3,590
<b>3,550</b>	<b>3,485</b>	<b>3,560</b>	<b>3,640</b>

**CAPITAL PROGRAMME 2013/14 TO 2016/17  
COMMUNITY BOARD - HOUSING (GENERAL FUND)**

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000
1	Disabled Facilities	E	-	345	370	370	370
2	Housing Renewal	E	-	90	60	60	60
	<b>Board Total</b>			<b>435</b>	<b>430</b>	<b>430</b>	<b>430</b>

Local Resources			
2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
70	100	100	100
90	60	60	60
<b>160</b>	<b>160</b>	<b>160</b>	<b>160</b>

**KEY TO PROGRESSION CATEGORIES**

E. Exempt from progression categories

**CAPITAL PROGRAMME 2013/14 TO 2016/17**  
**COMMUNITY BOARD - NON HOUSING**

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000	Local Resources			
								2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
1	Alver Valley - Habitat Creation & Access Works	P	162		64						
2	River Hamble to Portchester. CFERM Strategy	E	-	158	200						
3	Waste Recycling - Project Integra Contribution	E	-	8	8	8	8	8	8	8	8
4	Car Park resurfacing & upgrading	E	-	86	40	40	40	86	40	40	40
5	Provide lighting to pathways within Leisure Parks, Gardens & Open Spaces	P	197	175							
6	Privett Park - Replacement 2nd Pavilion & paths (this scheme is subject to both S.106 developer contribution and equivalent match funding [each £350k] being identified - the capital programme funding projections currently assume that this will be the case or the scheme will not proceed )	I	705		700						
7	Bus Shelters - A32 Purchase (14)	P	70	4							
8	Leesland Skatepark - provide concrete equipment & perimeter railings (MUGA area refurbishment)	P	58	10							
9	Stokes Bay Promenade - maintenance of promenade	P	65	5				5			
10	Lee Promenade - rolling programme of resurfacing	P	45	45				45			
11	Play Area Equipment - Upgrade & Refurbish (The Fairways, St.Nicholas Ave, Rowner Green)	P	28	1				1			
12	Public Conveniences refurbishment	P	-	156	80	80	80	156	80	80	80
13	Transfer of Play Areas at Priddys Hard	P	21	5	4						
14	Privett Park-Provision of High Protective Fence & Multi Use Games Facility	D	35		10				10		
15	Replacement Car Park machines	P	80	40	40			40	40		
16	Cocklepond refurbishment	P	50	50				50			
17	Playgrounds - improvements to existing facilities	P	95	30	20	20	20	30	20	20	20
18	Kerbside & Glass Collection service	I	179	45		134		45		134	
19	Essential Paving Improvements & Upgrades	E	-		50	40	30		50	40	30
20	Relay Tarmac to Rowner Green Bowling Club Car Park	P	25		25				25		
21	Remove Paving Slabs at Anglesey Gardens Bowling Club and Replace with Tarmac	P	11		11				11		
22	Gosport Borough Cricket Club - Training Facility	P	22	22							

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000	Local Resources			
								2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
23	Lee on Solent Skate Park, provision of Youth Shelter	P	7	7							
24	Stokes Bay - Wet & Dry Play Area	C	400	318				150			
25	Install permanent vehicle deterrents at various locations	P	33	20	13			20	13		
26	Falklands Gardens fountain - refurbish & replace pumps	P	15	15				15			
27	Foster Gardens - refurbish pond & boundaries	P	15	15				15			
28	Gosport Park - replace bowling green hedge with fencing	P	21		21				21		
29	Stanley Park - phased refurbishment	P	80	20	20	20	20	20	20	20	20
30	Renew interpretation boards across the Borough	P	39	10	10	10	9	10	10	10	9
31	Kings Road Playscheme	P	11	11				11			
32	Privett Park Enclosure irrigation (will only proceed if the pitch is relaid)	P	30	30				30			
33	Gosport Leisure Park Play Area	C	48	48				48			
34	Ice Rink refurbishment & improvement	P	100	100				100			
35	Thorngate Way Car Park - automatic barrier installation	I	12		12				12		
36	Fort Road Car Park - surface reconstruction & upgrade	I	150		150				150		
37	Enclosure Football Pitch - relaying	I	70		70				70		
38	Enclosure Football Pitch - automatic watering system	I	10		10				10		
	<b>Board Total</b>			<b>1,433</b>	<b>1,558</b>	<b>352</b>	<b>207</b>	<b>884</b>	<b>590</b>	<b>352</b>	<b>207</b>

#### KEY TO PROGRESSION CATEGORIES

I - Inception

D - Design

T - Tender

P - Progressing

C - Complete

F- Final

E. Exempt from progression categories

**CAPITAL PROGRAMME 2013/14 TO 2016/17**  
**ECONOMIC DEVELOPMENT BOARD**

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000
1	Waterfront Masterplanning	D	220	76			
2	Cemetery Lodge Window Replacement	P	10	10			
3	Pumping Stations upgrade	I	15		15		
	<b>Board Total</b>			<b>86</b>	<b>15</b>		

Local Resources			
2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
76			
10	15		
<b>86</b>	<b>15</b>		

**POLICY & ORGANISATION BOARD**

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000
1	Forton Lake Opening Bridge - Major Repairs	P	62	17			
2	CCTV - Replacement & Upgrades	E	-	15	15	15	15
3	Hampshire High Speed Broadband Project	E	-	15	15	15	
4	Mobile Home Park - underground pipe renewal	P	86	40			
5	Mobile Home Park - flooding alleviation	P	20	20			
6	Upgrade GBC radio system	P	22	22			
7a	IT - Desktop replacement project (VDI)	E	-	229			
7b	IT - PC Replacement Programme	E	-		10	10	10
7c	IT - Server Replacement	E	-	30	40	40	40
7d	IT - Microsoft Licence	E	-		50	50	50
7e	IT - System Upgrades	E	-	209	10	10	10
8	Town Hall Major Repairs	E	-	134	86	50	50
9	Reprographics Equipment - replacement	I	-		48		
	<b>Board Total</b>			<b>731</b>	<b>274</b>	<b>190</b>	<b>175</b>

Local Resources			
2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000
17			
15	15	15	15
15	15	15	
40			
20			
22			
229			
	10	10	10
30	40	40	40
	50	50	50
209	10	10	10
134	86	50	50
	48		
<b>731</b>	<b>274</b>	<b>190</b>	<b>175</b>

Item No	SCHEME	Progress Category	Project total (where appropriate) £,000	Revised 2013/14 £,000	Estimate 2014/15 £,000	Estimate 2015/16 £,000	Estimate 2016/17 £,000	Local Resources			
								2013/14	2014/15	2015/16	2016/17
								£,000	£,000	£,000	£,000
	<b>Total Capital Programme</b>			6,235	5,762	4,532	4,452	5,411	4,524	4,262	4,182

#### KEY TO PROGRESSION CATEGORIES

I - Inception

D - Design

P - Progressing

C - Complete

F- Final

E. Exempt from progression categories

#### SUMMARY FINANCING STATEMENT

	2013/14 £,000	2014/15 £,000	2015/16 £,000	2016/17 £,000	Total £'000
Specific Capital Grants - GF	275	270	270	270	1,085
Developer Contributions - Open Spaces - GF	380	350			730
Other Grants and Contributions - GF	169	618			787
Local Resources - Revenue Contribution - HRA	3,550	3,485	3,560	3,640	14,235
Local Resources - Capital Receipts - GF	225	100	1,175	600	2,100
Local Resources - Capital Funding Requirement - GF	1,636	939	(473)	(58)	2,044
<b>Total Funding</b>	<b>6,235</b>	<b>5,762</b>	<b>4,532</b>	<b>4,452</b>	<b>20,981</b>



<b>Board</b>	<b>POLICY AND ORGANISATION BOARD</b>
<b>Date of meeting:</b>	<b>25 SEPTEMBER 2013</b>
<b>Title:</b>	<b>TREASURY MANAGEMENT ANNUAL REVIEW 2012/13, PROGRESS REPORT 2013/14, &amp; PRUDENTIAL INDICATORS</b>
<b>Author:</b>	<b>BOROUGH TREASURER</b>
<b>Status:</b>	<b>FOR DECISION</b>

### **Purpose**

The annual treasury report is a requirement of the Council's reporting procedures and covers the treasury activity for 2012/13 together with a review of 2013/14 to date. The report also includes the Prudential Indicators for 2012/13 in accordance with the requirements of the Prudential Code.

### **Recommendations**

The Board note this report and the 2012/13 prudential indicators

#### **1 Background**

- 1.1 The Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2012/13. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management (the Code) and the CIPFA Prudential Code for Capital Finance in Local Authorities (the Prudential Code). The indicators are contained in the tables throughout this report.
- 1.2 During 2012/13 the minimum reporting requirements were that the Council should receive the following reports:
  - an annual treasury strategy in advance of the year (Council 31 January 2012)
  - a mid year treasury update report (P&O 26 September 2012)
  - an annual review following the end of the year describing the activity compared to the strategy (this report)
  - this report also provides a mid year treasury update for 2013/14
- 1.3 The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the

outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

## **2 Report**

### **THE ECONOMY AND INTEREST RATES**

(The following narrative was provided by Sector, the Council's treasury management advisors, as a general background description to the public sector treasury management environment in 2012/13).

- 2.1 The original expectation for 2012/13 was that Bank Rate would not rise in 2012/13 or 2013/14 and for it to start gently rising from quarter 4 2014. This forecast rise has now been pushed back to a start in quarter 1 2015 at the earliest. Economic growth (GDP) in the UK was virtually flat during 2012/13, due to the UK austerity programme, subdued domestic consumer expenditure, a lack of rebalancing of the UK economy to exporting and weak growth in our biggest export market - the European Union (EU). This weak UK growth resulted in the Monetary Policy Committee increasing quantitative easing by £50bn in July to a total of £375bn. Bank Rate, therefore, ended the year unchanged at 0.5%, while CPI inflation has remained stubbornly high and above the 2% target, starting the year at 3.0% and still being at 2.8% in March; however, it is forecast to fall to 2% in three years time. The EU sovereign debt crisis was an ongoing saga during the year, with an eventual very protracted agreement of a second bailout for Greece in December followed by a second major crisis, this time over Cyprus, towards the end of the year.
- 2.2 Gilt yields oscillated during the year as events in the ongoing Eurozone debt crisis ebbed and flowed, causing corresponding fluctuations in safe haven flows into / out of UK gilts. This, together with a further £50bn of QE in July and widely expected further QE still to come, combined to keep PWLB rates depressed for much of the year at historically low levels.
- 2.3 The Funding for Lending Scheme, announced in July, has resulted in a flood of cheap credit being made available to banks and this has resulted in money market investment rates falling drastically in the second half of the year. However, perceptions of counterparty risk have improved after the ECB statement in July that it would do "whatever it takes" to support struggling Eurozone countries. This has resulted in some return of confidence to move away from only very short term investing.
- 2.4 The UK coalition Government maintained its tight fiscal policy stance against a background of warnings from two credit rating agencies that the UK could lose its AAA credit rating. Moody's followed up this warning by actually downgrading the rating to AA+ in February 2013 and Fitch then placed their rating on negative watch, after the Budget in March

## THE STRATEGY FOR 2012/13

- 2.5 The continuing uncertainty over future interest rates increased the risks associated with treasury activity and as a result the Council took a cautious approach to its treasury strategy. The Borough Treasurer, under delegated powers, took the most appropriate form of borrowing or investing depending on the prevailing interest rates at the time and taking into account the criteria in the Council's Treasury Management strategy.
- 2.6 Long term borrowing through the Public Works Loans Board was postponed if it was more cost effective to use short term borrowing along with surplus cash flows to temporarily fund the Council's capital programme. Surplus cash was to be either held in money market funds and deposit accounts, or for short durations with external investors, so as to allow access for daily cash requirements.
- 2.7 The strategy confirmed that routine treasury management matters were delegated to the Borough Treasurer whilst adhering to approved performance indicators and limits.

## THE COUNCIL'S CAPITAL EXPENDITURE AND FINANCING 2012/13

- 2.8 The Council undertakes capital expenditure on long-term assets. These activities may either be:
- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions etc.), which has no resultant impact on the Council's borrowing need; or
  - If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed

Capital Expenditure	2011/12 Actual £'000	2012/13 Revised £'000	2012/13 Actual £'000
<b><u>General Fund (GF)</u></b>			
<b>Capital expenditure</b>	<b>5,876</b>	<b>8,376</b>	<b>7,611</b>
Financed in year	(1,435)	(2,408)	(2,314)
<b>Unfinanced capital expenditure</b>	<b>4,441</b>	<b>5,968</b>	<b>5,297</b>
<b><u>Housing Revenue Account (HRA)</u></b>			
<b>Capital expenditure</b>	<b>60,724</b>	<b>3,720</b>	<b>3,513</b>
Financed in year	(2,352)	(3,720)	(3,312)
<b>Unfinanced capital expenditure</b>	<b>58,372</b>	<b>0</b>	<b>201</b>

## THE COUNCIL'S OVERALL BORROWING NEED

- 2.9 The Council's underlying need to borrow to finance capital expenditure is termed the Capital Financing Requirement (CFR). This is an indication for the Council's net borrowing position and results from the capital activity of the Council and what resources have been used to pay for the capital spend - it represents unfinanced capital expenditure that has not yet been paid for by revenue or other resources
- 2.10 Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure sufficient cash is available to meet both the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies (such as the Government, through the Public Works Loan Board [PWLB] or the money markets), or utilising temporary cash resources within the Council.
- 2.11 The CFR – the Council's (non HRA) underlying borrowing need - is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a repayment of the non-Housing Revenue Account (HRA) borrowing need (there is no statutory requirement to reduce the HRA CFR). This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR.
- 2.12 The Council's 2012/13 MRP Policy (as required by CLG Guidance) was approved as part of the Treasury Management Strategy Report for 2012/13 on 31 January 2012.
- 2.13 The Council's CFR for the year is shown below, and represents a key prudential indicator.

Capital Financing Requirement	2011/12 Actual £'000	2012/13 Revised £'000	2012/13 Actual £'000
CFR - General Fund	13,500	19,049	18,351
CFR - HRA	62,866	62,866	63,067
<b>CFR - Total</b>	<b>76,366</b>	<b>81,915</b>	<b>81,418</b>
<b>Net Borrowing Position</b>	<b>73,698</b>	<b>81,390</b>	<b>78,796</b>

Borrowing activity is constrained by prudential indicators for net borrowing and the CFR, and by the authorised limit.

- 2.14 **Net borrowing and the CFR** - in order to ensure that borrowing levels are prudent over the medium term the Council's external borrowing, net of investments, must only be for a capital purpose. This essentially means that the Council is not borrowing to support revenue expenditure. Net

borrowing should not therefore, except in the short term, have exceeded the CFR for 2012/13 plus the expected changes to the CFR over 2013/14 and 2014/15 from financing the capital programme. This indicator allows the Council some flexibility to borrow in advance of its immediate capital needs in 2012/13.

The table above also shows the Council's net borrowing position against the CFR. The Council has complied with this prudential indicator. (It should be noted that this indicator is changing to compare gross borrowing to the CFR with effect from 2013/14; this is expected to provide a more appropriate indicator).

2.15 **The authorised limit** - the authorised limit is the "affordable borrowing limit" required by s3 of the Local Government Act 2003. The Council does not have the power to borrow above this level. The table below demonstrates that during 2012/13 the Council has maintained gross borrowing within its authorised limit.

2.16 **The operational boundary** – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Authorised Limit and Operational Boundary	2012/13 £'000
Authorised limit	93,100
Maximum gross borrowing position	83,639
Operational boundary	86,900
Average gross borrowing position	75,422

2.17 **Actual financing costs as a proportion of net revenue stream** - this indicator identifies the trend in the cost of capital (borrowing and other long term obligation costs net of investment income) against the net revenue stream.

Ratio of Financing Costs to Net Revenue Stream	2011/12 Actual %	2012/13 Revised %	2012/13 Actual %
General Fund	4.5%	4.7%	4.5%
HRA	1.5%	14.5%	14.9%

### THE TREASURY POSITION AS AT 31 MARCH 2013

2.18 The Council's treasury position was as follows

2011/12	General Fund			HRA			Total		
	31-Mar £'000	Rate	Avg Life	31-Mar £'000	Rate	Avg Life	31-Mar £'000	Rate	Avg Life
<b>Fixed rate funding:</b>									
PWLB	10,874	3.40%	14.79	61,725	3.00%	28.54	72,599	3.06%	26.48
Market	1,506	0.40%	0.01	654	0.40%	0.01	2,160	0.40%	0.01
<b>Variable rate funding:</b>	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a
<b>Total debt</b>	12,380	3.03%	12.99	62,379	2.98%	28.24	74,759	2.99%	25.71
<b>CFR</b>	13,500			62,866			76,366		
<b>Over/ (under) borrowing</b>	(1,120)			(487)			(1,607)		
<b>Total investments</b>							1,062	0.79%	0.00
<b>Net debt</b>							73,698		

2012/13	General Fund			HRA			Total		
	31-Mar £'000	Rate	Avg Life	31-Mar £'000	Rate	Avg Life	31-Mar £'000	Rate	Avg Life
<b>Fixed rate funding:</b>									
PWLB	12,728	3.10%	12.93	61,662	3.00%	27.55	74,390	3.02%	25.05
Market	9,000	0.36%	0.04	0	n/a	n/a	9,000	0.36%	0.04
<b>Variable rate funding:</b>	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a
<b>Total debt</b>	21,728			61,662			83,390		
<b>CFR</b>	18,351			63,067			81,418		
<b>Over/ (under) borrowing</b>	3,378			(1,405)			1,972		
<b>Total investments</b>							4,594		
<b>Net debt</b>							78,796		

2.19 Following Housing Finance Reform, two separate pools are being operated for Council debt and these are set out above. Comparisons are also shown against the HRA and General Fund Capital Financing Requirements (CFRs)

2.20 The maturity structure of the debt portfolio was

<b>The Maturity Structure of the Debt Portfolio</b>	<b>31-Mar-12 Actual %</b>	<b>2012/13 Limits %</b>	<b>31-Mar-13 Actual %</b>
Under 12 months	6%	80%	13%
12 months and within 24 months	3%	80%	3%
24 months and within 5 years	8%	80%	12%
5 years and within 10 years	18%	40%	17%
10 years and above	65%	80%	55%

2.21 The maturity structure of the investment portfolio was

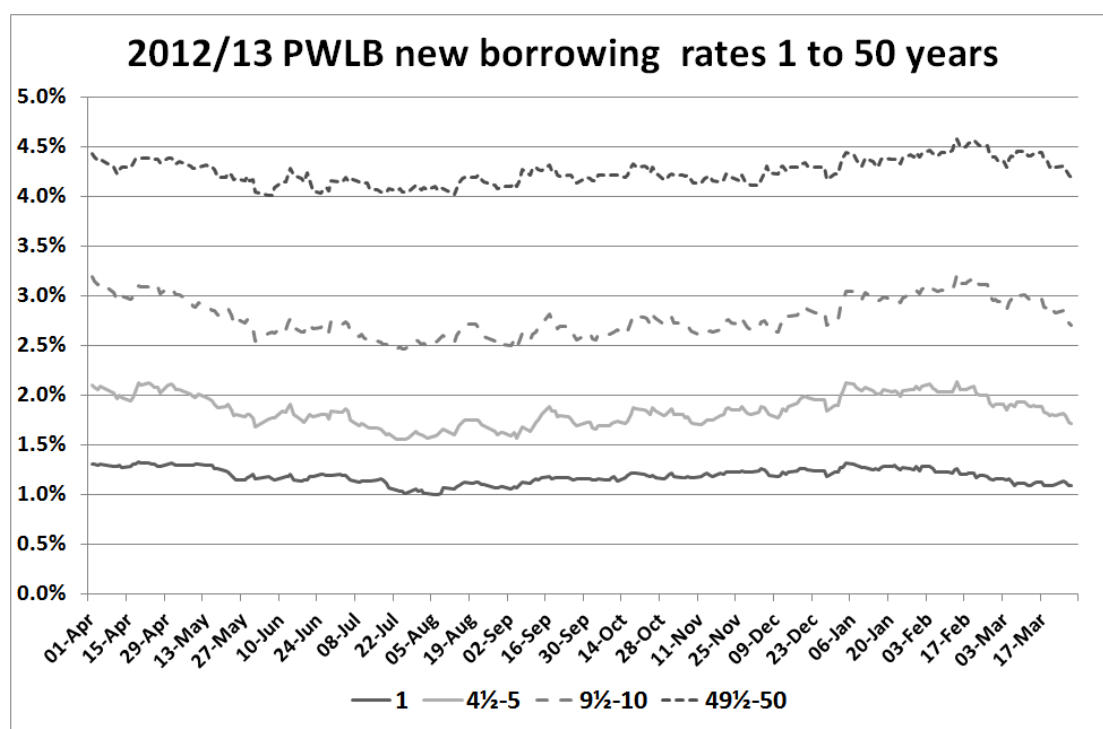
<b>The Maturity Structure of the Investment Portfolio including cash and cash equivalents</b>	<b>31-Mar-12 Actual £'000</b>	<b>2012/13 Limits £'000</b>	<b>31-Mar-13 Actual £'000</b>
Longer than 1 year	0	n/a	0
Under 1 year	1,062	n/a	4,594
<b>Total</b>	<b>1,062</b>	<b>0</b>	<b>4,594</b>

2.22 The exposure to fixed and variable rates was

<b>The exposure to fixed and variable rates was as follows</b>	<b>2011/12 Actual £'000</b>	<b>2012/13 Limits £'000</b>	<b>2012/13 Actual £'000</b>
<b>Borrowing</b>			
Fixed rate	74,759	89,000	83,390
Variable rate	0	58,000	0
<b>Investments</b>			
Fixed rate	0	10,000	0
Variable rate	1,062	10,000	4,594

## BORROWING RATES IN 2012/13

2.23 PWLB borrowing rates - the graph below shows PWLB rates during the year



## BORROWING OUTTURN FOR 2012/13

2.24 The following loans were taken and repaid during the year.

Lender	Principal £'000	Type	Interest %	Date
<b>Loans taken</b>				
PWLB	2,000	Fixed interest rate	1.73%	28-Feb-13
Shropshire & Wrekin Fire Authority	1,000	Fixed interest rate	0.45%	10-Apr-12
Tendring District Council	2,000	Fixed interest rate	0.29%	16-Oct-12
Greater Manchester Combined Authority	2,000	Fixed interest rate	0.27%	14-Jan-13
Erewash Borough Council	2,000	Fixed interest rate	0.26%	21-Feb-13
Worcestershire County Council	2,000	Fixed interest rate	0.32%	22-Feb-13
Greater Manchester Pension Fund	5,000	Fixed interest rate	0.40%	27-Mar-13
<b>Loans repaid</b>				
PWLB	2,000	Fixed interest rate	1.94%	09-Feb-12
Rhondda Cynon Taff	2,160	Fixed interest rate	0.40%	02-Apr-12
Shropshire & Wrekin Fire Authority	1,000	Fixed interest rate	0.45%	10-May-12
Greater Manchester Combined Authority	2,000	Fixed interest rate	0.27%	21-Feb-13
Erewash Borough Council	2,000	Fixed interest rate	0.26%	22-Mar-13

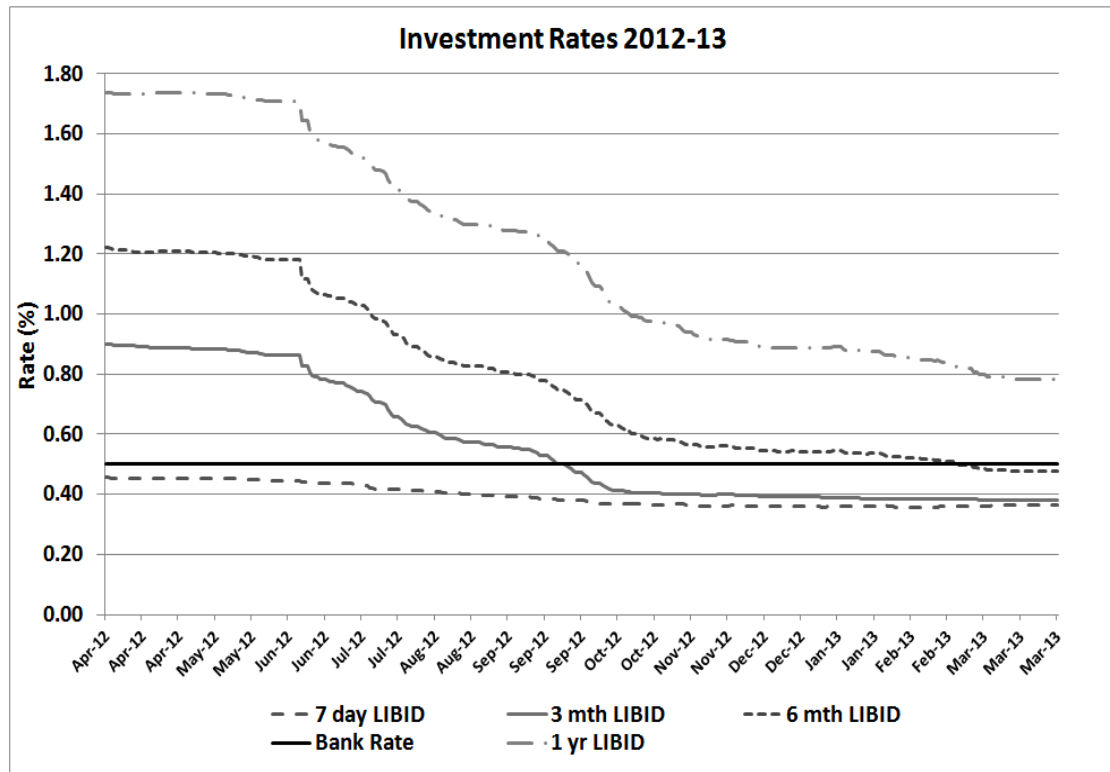
2.25 £5 million was borrowed on 27 March 2013 in anticipation of a retrospective mandatory Non Domestic rates relief payment before the financial year end (the Council were effectively acting as the agent for the national Non Domestic Rating Pool). The claim was not paid and was



withdrawn in June. The sum borrowed increased the short term surplus funds held at 31 March and is referred to at 10.2 below.

### INVESTMENT RATES IN 2012/13

- 2.26 Bank Rate remained at its historic low of 0.5% throughout the year; it has now remained unchanged for four years. Market expectations of the start of monetary tightening were pushed back during the year to early 2015 at the earliest. The Funding for Lending Scheme resulted in a sharp fall in deposit rates in the second half of the year.



### INVESTMENT OUTTURN 2012/13

- 2.27 The Council placed one external investment in 2012/13 - £2 million for 6 months from June to December 2012 with the Co-Operative Bank PLC.
- 2.28 The Council's average investment balances and interest rates were

Investments Undertaken	Average Investment	Type	Average Interest Earned
	£'000		%
Co-Operative Bank PLC	1,000	Fixed interest rate	1.82%
National Westminster Bank (Liquidity Select Account)	3,103	Variable interest rate	0.84%
Bank of Scotland (Corporate Deposit Account)	8	Variable interest rate	0.75%
Public Sector Deposit Fund	500	Variable interest rate	0.49%
Global Treasury Fund	8	Variable interest rate	0.42%

2.29 Short term surplus funds of £4.594 million were held in money market funds and deposit accounts at 31 March in line with the Council's investment strategy.

### THE TREASURY POSITION IN 2013/14

2.30 At 23 August 2013 the Council's treasury position was as follows

2013/14	General Fund			HRA			Total		
	23-Aug £'000	Rate	Avg Life	23-Aug £'000	Rate	Avg Life	23-Aug £'000	Rate	Avg Life
<b>Fixed rate funding:</b>									
PWLB	12,728	3.10%	12.60	61,662	3.00%	25.22	74,390	3.02%	22.74
Market	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a
<b>Variable rate funding:</b>	0	n/a	n/a	0	n/a	n/a	0	n/a	n/a
<b>Total debt</b>	<b>12,728</b>	<b>0.00%</b>	<b>0.00</b>	<b>61,662</b>	<b>0.00%</b>	<b>0.00</b>	<b>74,390</b>	<b>0.00%</b>	<b>0.00</b>
<b>CFR</b>	<b>18,351</b>			<b>63,067</b>			<b>81,418</b>		
<b>Over/ (under) borrowing</b>	<b>(5,622)</b>			<b>(1,405)</b>			<b>(7,028)</b>		
<b>Total investments</b>							<b>6,557</b>		
<b>Net debt</b>							<b>67,833</b>		

### 2.31 Borrowing

There has been no change in the Council's long term PWLB borrowing.

One additional short term loan of £1million for three months was taken in April. This has now been repaid along with the £9 million short term loans that were in place at 31 March 2013.

### 2.32 Investments

Short term surplus funds of £6.557 million were held in money market funds and deposit accounts in line with the Council's investment strategy.

### 2.33 **Capital Programme**

The capital programme is currently being reviewed as part of the budget process. This will include updating the revenue implications (minimum revenue provision and interest) and the capital financing requirement projections. The annual Treasury Strategy report to Policy and Organisation Board and the Council will follow in February 2014.

### **OTHER ISSUES**

2.34 **Member training** and briefing sessions took place in September 2011 (delivered by officers) and in January 2012 (delivered by Sector). These were well received and it is planned to hold similar sessions in future as the need arises.

2.35 **Money Laundering** is now a key issue for all organisations that deal with large amounts of money and although Councils fall outside the scope of the Money Laundering Regulations 2003 they are not immune to the risks surrounding money laundering. The Council has accepted the CIPFA Treasury Management Code of Practice, which includes TMP9. TMP9 states that the Council is alert to the possibility that it may become the subject of an attempt to involve it in a transaction involving the laundering of money. The Council has a very restricted list of counter parties for treasury activities who are contacted mainly through the approved brokers. Knowing who is being dealt with reduces the risk of crime. The Head of Internal Audit & Risk Assurance is the Council's Money Laundering Reporting Officer to whom officers may report any suspicious transactions.

2.36 **External Service Providers.** The Council uses Sector Treasury Services Limited as its external treasury management advisors.

The Council recognises that responsibility for treasury management decisions remains with the organisation at all times and will ensure that undue reliance is not placed upon our external service providers.

It also recognises that there is value in employing external providers of treasury management services in order to acquire access to specialist skills and resources. The Council will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented, and subjected to regular review.

The company provides a range of services to the Council which include:

- Technical support on treasury matters and capital finance issues,
- Economic and interest rate analysis;
- Debt services which includes advice on the timing of borrowing and debt rescheduling

Following a joint procurement exercise with Fareham Borough Council in July 2012, Sector were engaged for a further three years at a reduced annual fee.

### **3 Risk Assessment**

- 3.1 The Council has complied with the relevant statutory and regulatory requirements, which limit the levels of risk associated with its treasury management activities. In particular its adoption and implementation of both the Prudential Code and the Code of Practice for Treasury Management means both that its capital expenditure is prudent, affordable and sustainable, and its treasury practices demonstrate a low risk approach.
- 3.2 The Council is aware of the risks of passive management of the treasury portfolio and, with the support of Sector, the Council's advisers, has proactively managed the debt and investments over the year.

### **4 Conclusion**

- 4.1 This report summaries the treasury activities and prudential indicators for 2012/13 and reviews the treasury activities for 2013/14 to date. It is a key governance report for the Treasury Management function.

Financial implications:	As contained in the report.
Legal implications:	It is a legal requirement that an annual Treasury Management report is considered by the Council
Service Improvement Plan implications:	This report is required in order that to fulfil statutory requirements associated with the achievement of both service improvement plan and corporate plan targets.
Corporate Plan	
Risk Assessment	As contained in the report
Background papers:	Budget and Final Accounts working papers
Appendices/Enclosures:	None
Report Author:	John Norman